



178-180 Wilmslow Road,
Rusholme,
Manchester
M14 5LQ

www.ashresidential.com
info@ashresidential.com
lettings@ashresidential.com
sales@ashresidential.com
Tel: 0161 225 2500

TENANT APPLICATION FORM / REFERENCE FORM

It is mandatory to complete the whole form. Please use black ink and capital letters.

Property details (to be completed by the landlord / letting agent)

Property address

Property type Flat Bungalow Terraced house
 Detached house Semi-detached house

Content Un-furnished Partly furnished
 Fully furnished

Number of tenants moving into the property

Proposed tenancy period
months

Proposed tenancy start date
(dd/mm/yyyy)

Rent for this property per calendar month
£

Applicant's share of rent per calendar month
£

Will this be the only or principal home of at least one of the tenants?
 Yes No

Tenant identification (to be completed by the landlord / letting agent)

Has proof of residency been copied and put on file?
(Proof of residency means 2 original and different documents such as bank statement, utility bill, council tax bill, telephone bill etc. with the applicant's name and current address on. The documents must not be older than three months, or the most recent version if issued less frequently, when this application is made.)
 Yes No, specify

Has a certified and signed copy of a driving licence and/or passport and/or other valid personal identification been put on file?
 Yes
 No, specify

Tenant applicant details (everything below to be completed by the prospective tenant)

Title

All forenames

Surname(s)

Also known as

Marital status

Any previous surnames

Date of birth
(dd/mm/yyyy)

Email address

Who will be funding the deposit?

Telephone home

Telephone mobile

Telephone work

Telephone other

Nationality

Passport number

UK National Insurance No.

VISA or other resident permit
(if applicable)

Please provide the address of any other UK property you own jointly or on your own.

Do any of the applicants enjoy diplomatic immunity?
 Yes No

Employment information

Employment type Full time employed Part time employed Temporary / contract Unemployed
 Self-employed Retired Full time student Part time student
 Home-maker Other, please specify

Job title / occupation

Business name and type of business

Do you need a work permit to work in the UK?

Yes No

Employer's / accountant's name and address

Employers landline phone number

Gross annual salary
£

Time in job (years and months)

Department

Payroll number

Are you in receipt of any other income (if yes, please specify)

Full contact name for employer reference

Please confirm that the person within the company has the authority to provide a reference

Yes

Referee's position and department

Referee's landline telephone number

Referee's email address

Referee's fax number

If less than 6 months in present job, please supply previous employer details, including time in that employment

Current landlord / letting agent / lender

Full name and address

Amount of rent / mortgage paid
(per calendar month)
£

Reference number (roll number/
account no. etc.)

Other relevant information

Full name of contact person

Email address

Telephone landline

Telephone mobile

Fax number

Bank details

Full name and address of your bank

Branch sort code - -

Account number

Account holder's name

Overdraft facility
 Yes No

Overdraft limit
 £

If currently overdrawn, how much?
 £

Other financial commitments (car purchase, maintenance to former partner, credit card debt etc.)

Name of lender / credit card company	Loan amount / card balance	Monthly payment	Credit card limit	Loan expiry date

Financial history

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?
 No Yes, please specify

Criminal record

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?
 No Yes, please specify

Other

Additional information that may be relevant to this applicant/application

Tenant declaration

I hereby confirm that the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading.
 I give my consent to the information being used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed. I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined and I will lose all or part of the administration fee if applicable (If one has been paid).
 I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.
 I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

As part of the legal process of letting a property we are required to provide you with certain information prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our environmental impact through unnecessary printing

Date:

Signed by the applicant: Print name: