

Tenancy Application

Please complete this form and return by email to info@hewittproperty.co.uk

Section 1: Property Details

Address: _____

Postcode: _____

Tenancy Term: Min 12 months

Proposed move in date: _____

Rent per calendar month: _____

Do you smoke? Yes/No

Do you have any pets? Yes/No (If yes, please specify _____)

Section 2: Tenants Personal Details (please attach copy of photographic ID and current address verification document)

Title: _____ Forename: _____

Middle Name(s): _____ Surname: _____

Date of Birth: _____ Marital Status: _____

Nationality: _____

Mobile Number: _____ Email Address: _____

Previous Address History

Present Address: _____

Postcode: _____

Time at this address: _____ Years _____ Months

Address Status: Owned/ Rented/ Living with family/ Other: Please state _____

Landlord/ Letting Agency: (if applicable)

Section 3: Tenant Credit Information

Adverse Credit: It is imperative that you declare adverse credit, failure to do so could have a detrimental effect on your application.

Do you have any undischarged bankruptcy? Yes/No (if yes please specify) _____

Have you previously rented a property? Yes/No

Have you ever been in arrears with your rent payment? Yes/No (By how much £ _____)

Section 4: Employment Details

Current Employment Status

Employed (Full Time)

Employed (Part Time)

Unemployed

Student

Self Employed

Agency Worker

Temp Worker

Retired

Zero Hours

Independent Means

(if self-employed, retired, DHSS or independent means, please go to Section 5)

Name of Company: _____

Address: _____

Postcode: _____

Position: _____

Start Date: _____

Gross Salary: _____

Reference Name: _____

Reference Contact: _____

Reference Email: _____

Is your position going to change in the near future? Yes/ No

If yes, please specify:

Section 5: Self Employment, Director, Independent Means, Retired

Please fill out below section applicable to you

- i) Self Employed: Start Date: _____ Annual Income: £ _____
Can verify account income? Yes/No
- ii) Independent Means: Have you proof of income? Yes/No Can accountant verify proof of income? Yes/No
- iii) Retired: Have you proof of income? Yes/No Pension Provider: _____
Pension Number: _____ Pension Amount: _____
- iv) Do you qualify for DHSS payments? Yes/No (If yes, how much per week?: £ _____)

Section 6: Other Occupants

Name: _____ DOB: _____

Relationship to Applicant: _____

Name: _____ DOB: _____

Relationship to Applicant: _____

Name: _____ DOB: _____

Relationship to Applicant: _____

Name: _____ DOB: _____

Relationship to Applicant: _____

Emergency Contact:

Name: _____

Contact Number: _____

Address: _____

(Emergency contact must live in NI and not cohabit with the applicant.)

General Data Protection Regulations: By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out residential properties as specified for as long as may be reasonably required for legitimate purpose. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords, utility and service providers etc.) or to such third parties required by you or the law. Our privacy policy can be found on our website.