

Please either return the completed form to Fresh Sales & Lettings Ltd, 84 East Laith Gate, Doncaster DN1 1JE or email to info@freshsaleslettings.co.uk

Application for accommodation (complete in block capitals)

Address of tenancy applied for.....

Applicants Details

Full Name.....

Date of Birth..... Place of Birth.....

Current Address.....

Post Code..... National Insurance number.....

Time at this address – Years..... Months.....

Telephone Number.....Mobile Number.....

Email Address.....

Previous address in last five years

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Dependants and date of birth

Details of any person living with you.....

Address:.....

Date of Birth.....

Name, address and contact details of 2 referee's (if landlords reference not an option)

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Previous Housing

Current Landlord..... Tel Number.....

Address.....

Email Address.....

Date From.....Date to.....

Notice required from current landlord..... Move in date

Employment Details:

Name of Employer.....Tel No.....

Address of Employer.....

Period of Employment.....years.....months Occupation.....

Paid weekly/monthly.....Net wage.....

In the event of a guarantor being required, please provide the following: (please be advised they will be required to supply information such as wage slips/bank statements & proof of ID to perform checks)

Name..... Tel no.....

Relationship.....

Address.....

Employer and Address.....

How long employed.....

Proof of ID

Proof of income

Details of relative who can be contacted in case of emergency

Name.....relationship.....tel.....

Address.....

Have you or any person living with you:

- | | | |
|--|---|---|
| 1. Had any County Court Judgements against you | Y | N |
| 2. Been declared bankrupt | Y | N |
| 3. Been warned about a breach of a tenancy agreement | Y | N |
| 4. Received any threat of violence or been evicted | Y | N |
| 5. Been convicted of any of the following: | | |
| i) Drug related offences | Y | N |
| ii) Violence | Y | N |
| iii) Theft or damage to property | Y | N |

In order to meet our legal obligations regarding Right to Rent legislation, to make sure you are financially viable for this property, and to prevent and detect fraud, we will share your data with the following:-

Please place a tick in the box provided to share your consent:

	Tenant 1	Tenant 2	
Guarantor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Credit Reference Agencies:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Former Landlords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The landlord of this property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Current Employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Fraud Prevention Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please place a tick beside each of the above to show you consent to us using your data for this purpose. **If you do not consent (which is your legal right) WE MAY NOT BE ABLE TO GRANT YOU A TENANCY.**

The data will be kept for 12 months from the date of the application and then destroyed.

Please read the **PRIVACY NOTICE** on our website which explains in more detail.

TENANT VERIFICATION DECLARATION

The information given in this application form is true, accurate and not misleading to the best of my knowledge.

I consent to information being verified by fair and lawful means, which I understand may involve contacting referees (including existing/previous employers, landlords or guarantors) and licensed credit agencies for the purpose of assessing my tenancy application. If fraud is identified during the verification process the information and decision will be retained for future use on systems by fresh sales and lettings ltd.

I consent to Fresh sales and lettings ltd searching information held by credit reference agencies and understand that a record of this search will be kept and shared with the landlord and/or any other authorised intermediary. The information given may also be accessed again if another tenancy/guarantor is applied for in the future.

The information given will be processed in accordance with the Data Protection Act 1998.

Signature of prospective tenant(s).....

Print Name(s).....

Date:.....

Documents required to accompany the application form.

British residents

Passports or driving licence AND birth certificate for all applicants over the age of 18.

3 Months of bank statements and 3 Months of payslips or proof of income for each applicant over the age of 18.

E.U. residents

Passports and share codes for right to rent for each applicant over the age of 18.

3 Months bank statements and 3 months pay slips or proof of income for each applicant over the age of 18.

Non E.U residents.

Passports and Biometric visas for all applicants over the age of 18.

Share code for right to rent for each applicant over the age of 18.

3 Months of bank statements and 3 months of payslips or proof of income for each applicant over the age of 18.

If a guarantor is required for any applicant, the guarantor will also have to provide documents according to their status.