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## Rental Application Form

Applicant(s) \_\_\_\_\_

Property \_\_\_\_\_

*Thank you for applying for one of our properties to rent, before we can submit your application to the Landlord please ensure you provide us with the following documents;*

Photographic ID   
*(valid passport, driving licence)*

Proof of address   
*(utility bill)*

Proof of income   
*(bank statement no more than 3 months old)*

*Once your application has been accepted please provide us with the following, we CANNOT hold the property for you until the holding deposit is paid in full;*

Holding deposit   
*(equivalent to ONE MONTH'S RENT, this will be used as your tenancy deposit once the lease has been signed)*

**PLEASE NOTE ONCE PAID, THIS FEE IS NON-REFUNDABLE IF YOU DECIDE TO WITHDRAW YOUR APPLICATION.** ONCE THE TENANCY COMMENCES, IT WILL BE REGISTERED AND PROTECTED UNDER THE DEPOSIT LEGISLATION CURRENTLY IN PLACE AT THAT TIME. A FURTHER "PET DEPOSIT" MAY BE REQUIRED IF APPLICABLE, PRIOR TO THE COMMENCEMENT OF YOUR TENANCY

**Tenancy Specific Information (to be completed by applicant 1)**

**Applicant One**

Title	_____	Middle Name	_____
First Name	_____	Date of Birth	_____
Surname	_____		
Mobile Number	_____	Email Address	_____
Address	_____	Time at Previous Address	_____
	_____		

Living Status	<i>home owner</i>	<input type="checkbox"/>	Employment Status	<i>employed</i>	<input type="checkbox"/>
	<i>council tenant</i>	<input type="checkbox"/>		<i>self employed</i>	<input type="checkbox"/>
	<i>living with parents</i>	<input type="checkbox"/>		<i>retired</i>	<input type="checkbox"/>
	<i>private tenant</i>	<input type="checkbox"/>		<i>contract</i>	<input type="checkbox"/>
	<i>other</i>	<input type="checkbox"/>		<i>student</i>	<input type="checkbox"/>
				<i>unemployed</i>	<input type="checkbox"/>
				<i>other</i>	<input type="checkbox"/>

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? YES  NO

If YES, please provide details \_\_\_\_\_

Please provide us with contacts for the purpose of obtaining references, where a landlord or employers reference is not available, please provide details of someone who can provide a character reference (they must be over 18, a UK resident, not related to you and you must have know them for at least 2 years).

**Employer's Reference**

**Landlord/Agent Reference**

Company Name	_____
Phone Number	_____
Email Address	_____

Agency Name	_____
Phone Number	_____
Email Address	_____

Signed by Applicant 1: \_\_\_\_\_

**Applicant Two** *(if applicable)*

Title \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Surname \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Mobile Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Address \_\_\_\_\_ Time at Previous Address \_\_\_\_\_  
\_\_\_\_\_

Living Status	<i>home owner</i>	<input type="checkbox"/>	Employment Status	<i>employed</i>	<input type="checkbox"/>
	<i>council tenant</i>	<input type="checkbox"/>		<i>self employed</i>	<input type="checkbox"/>
	<i>living with parents</i>	<input type="checkbox"/>		<i>retired</i>	<input type="checkbox"/>
	<i>private tenant</i>	<input type="checkbox"/>		<i>contract</i>	<input type="checkbox"/>
	<i>other</i>	<input type="checkbox"/>		<i>student</i>	<input type="checkbox"/>
				<i>unemployed</i>	<input type="checkbox"/>
				<i>other</i>	<input type="checkbox"/>

*Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?*

YES  NO

*If YES, please provide details*

\_\_\_\_\_

*Please provide us with contacts for the purpose of obtaining references, where a landlord or employers reference is not available, please provide details of someone who can provide a character reference (they must be over 18, a UK resident, not related to you and you must have know them for at least 2 years).*

**Employer's Reference**

**Landlord/Agent Reference**

Company Name	_____	Agency Name	_____
Phone Number	_____	Phone Number	_____
Email Address	_____	Email Address	_____

Signed by Applicant 2 : \_\_\_\_\_

Please detail any other individuals who will be living with you during your tenancy:

Name	Date of Birth	Relationship to You (eg son, daughter)	Status (eg dependent, working)

Will there be any pets living at the property? Yes  No

If Yes, provide details (breed, age etc) \_\_\_\_\_

Will there be any smokers living in the property? Yes  No

If Yes, please tick to confirm smoking will be carried out OUTSIDE

Will Housing Benefit be used to pay all / part of rent? Yes  No

If Yes, please be advised that YOU are responsible for ensuring that NIHE have all the necessary and correct information relating to your claim, and YOU are responsible at all times to ensure rent is paid in full and on time.

Please provide us with Next of Kin details for all named tenants, next of kin will only be contacted in the event of an emergency:

Applicant (1, 2,)	Next of Kin (Name)	Address	Phone Number	Relationship

DATA PROTECTION

By signing the application, all parties accept that some or all of the information will be shared with other third parties, including anyone associated with Independent Rentals as well as the Landlord(s) of any properties we are marketing that you express an interest in.

Your data is protected by The **Data Protection Act 2018** which is the UK's implementation of the **General Data Protection Regulation (GDPR)** introduced on 25 May 2018.

Everyone responsible for using personal **data** has to follow strict rules called '**data protection principles**'. They must make sure the information is: used fairly, lawfully and transparently.

These **data** include genetic, biometric and health **data**, as well as personal **data** revealing racial and ethnic origin, political opinions, religious or ideological convictions or trade union membership.

At Independent Rentals, we're committed to making sure your personal information is safe, and our processes meet the highest standards of data protection. This is a general summary but all details are contained in our privacy statement, a full copy of which can be provided if requested. This explains how we may use your information and keep it safe.

**SHOULD YOU HAVE ANY QUERIES ABOUT PROVIDING ANY INFORMATION TO US, PLEASE DO NOT PROCEED UNTIL YOUR QUERIES ARE SATISFIED AND/OR UNTIL YOU SEEK FURTHER GUIDANCE AND ADVICE FROM A THIRD PARTY**

Name of Applicant 1 \_\_\_\_\_

Signed: \_\_\_\_\_

DATE

Name of Applicant 2 \_\_\_\_\_

Signed: \_\_\_\_\_

DATE