



## TENANTS APPLICATION SUMMARY FORM

Property address you wish to apply for:

Preferred moving date:

Would you prefer a minimum 6 or 12-month tenancy:

Full name and title:

Email address:

Phone number:

Current address:

How many adults will be living in the property:

How many children will be living in the property:

What are the children's ages:

Do you have any pets, if so what type:

Are you a smoker?  Yes  No

Current property status:  Rented  Property Owner  Living with family/friends

Length of time at this address:

Employment status:  Permanent  Unemployed  Temporary  Contract  Self-Employed

Are you working a probationary period:  Yes  No

Employers name:

Job role:

Annual basic salary:

Employment start date:

Have you any adverse credit history including IVA's, bankruptcy and CCJ's:  Yes  No If so, please give further details:

**\*\*PLEASE NOTE\*\*** We will not pay additional fees to obtain a landlord or employment reference. Please check with your landlord/agent & employer if they charge to provide a reference before paying the holding deposit. By signing this form, you confirm there are no additional costs when we are seeking a reference. Only tick this box

if you do

NOT want

us using the holding deposit towards the first months' rent  Signed:

Date:

**You will lose your holding deposit if you give false or misleading information.**

Please ensure that you help us to help you, when your application is approved by the landlord you will be emailed a link from our reference company (HomeLet) to complete the full reference form online. You must complete this form within 7 days otherwise the landlord will reserve the right to remarket the property for other suitable tenants.

## **IDENTIFICATION**

To comply with the immigration Act 2014 please read the following carefully to understand what documents are required to Rent a Property

### **Proof of Current Address less than 3 months old is required**

In addition to proof of current address we also require either ONE document from list A or TWO from list B, please bring the original documents as we must keep copies on file

### **List A – One Document Only Required**

A valid / expired UK passport

A valid / expired passport or national identity card of an EEA state or Switzerland

A passport or travel document from other countries which has not expired, endorsed to show the holder is allowed to stay in the UK for a limited time

Various other documents, registration certificates, biometric immigration documents or residence cards as specified in List A

### **List B – Two Documents required if nothing from List A is provided**

A full birth or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland

UK driving licence (which must be a photo card if issued on or after 1<sup>st</sup> July 1998)

Various letters of documents issued by a Government Department, Police Force, Her Majesty's forces, Her Majesty's Prison Service within the last 3 months

Various letters or documents confirming the holder's name provided by a British Passport holder, Government Department, Local Authority or employer issued within the last 3 months

**If we are unable to verify your right to live in the UK we will need to conduct further checks with the Home Office which may cause a delay in your application, to do this you must provide us your 'Home Office Reference Number'**

**Please Note – The regulations require a member of Michael Tuck staff to check the identity of every adult proposing to live in the property against the original photographic ID and keep a copy of the document on file. Please make arrangements for EVERY adult (including adult children) proposing to live in the property to visit our office to verify the ID provided, this includes individuals not being named on the tenancy.**

**PLEASE RETURN THIS APPLICATION FORM TO MICHAEL TUCK LETTINGS WITH THE REQUIRED IDENTIFICATION DOCUMENTS**

## **GENERAL DATA PROTECTION REGULATIONS**

Thank you for choosing to rent a property through Michael Tuck Lettings

GDPR Rules mean we must get permission before passing your contact details to any business in respect to your tenancy/occupation of the property and also the landlord should they need to contact you in the course of business.

**Tenants – please tick the boxes below if you agree with the following: -**

I am happy for my contact details to be passed to third parties whose services will help in respect to my occupancy of the property, eg: contractors for repairs & quotes, insurance companies for claims, utility companies, reference companies & debt collection agencies. This will only happen if I become a tenant of the property address below.

I am happy for my contact details to be passed to the landlord if I become a tenant of the property address below

I confirm I have been given access to view & read a copy of Michael Tuck Privacy Notice for Tenants & Guarantors via their website [www.michaeltuck.co.uk](http://www.michaeltuck.co.uk)

**CONTENTS INSURANCE** – If you would like a quote for contents insurance we are happy to ask our preferred reference/insurance company to contact you. Please tick here if you would like a quote.

PROPERTY ADDRESS: \_\_\_\_\_

TENANTS NAME: \_\_\_\_\_

Quedgeley Office Address – 1 School Lane, Quedgeley, Gloucester, GL2 4PJ

Abbeymead Office Address – 2 Mead Road, Abbeymead, Gloucester, GL4 5GL