



## TENANTS APPLICATION SUMMARY FORM

Property address you wish to apply for:

Preferred moving date:

How long are you thinking of renting for?

Full name and title:

Date of Birth  **Non-UK Citizens: Sharecode:**

Email address:

Phone number:

Current address:

Length of time at this address:

How many adults will be living in the property?

How many children & ages living in the property?

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

Employment status:  Permanent  Unemployed  Temporary  Self-Employed

Are you working a probationary period:  Yes  No

Employers name:

Job role:

Annual basic salary:

Employment start date:

Have you ever had any adverse credit including IVA's, bankruptcy and CCJ's:  Yes  No

If yes, 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.

Signed:

Date:

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**

**If you are not a UK Citizen we need to check you are allowed to live in the UK.** We can use the Governments online checking service which will give us 'real time' information.

To use this service, we require your Date of Birth & Share Code

### **Required Documents for Every Adult Living in the Property**

A valid / expired UK passport

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

### **UK Citizens Only – Two Documents Required if a Passport is Unavailable**

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

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

Various letters or 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

Michael Tuck Privacy Notice for Tenants & Guarantors can be found on our website [www.michaeltuck.co.uk](http://www.michaeltuck.co.uk) or by clicking on our email signatures

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

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

Quedgeley Office Address – 1 School Lane, Quedgeley, Gloucester, GL2 4PJ  
[lettings.quedgeley@michaeltuck.co.uk](mailto:lettings.quedgeley@michaeltuck.co.uk)

Abbeymead Office Address – 2 Mead Road, Abbeymead, Gloucester, GL4 5GL  
[lettings.abbeymead@michaeltuck.co.uk](mailto:lettings.abbeymead@michaeltuck.co.uk)

Tewkesbury Office Address – 4 Columbine Road, Walton Cardiff, Tewkesbury, Glos, GL20 7SP  
[lettings.tewkesbury@michaeltuck.co.uk](mailto:lettings.tewkesbury@michaeltuck.co.uk)

**EMERGENCY CONTACT / NEXT OF KIN** – Sometimes it is necessary to contact someone who is not living in the property due to an emergency or incident. Can you please provide us with someone we can contact?

Name:- \_\_\_\_\_

Contact Number & Email address:- \_\_\_\_\_

Relationship:- \_\_\_\_\_