

Tenant Application

PLEASE COMPLETE FORM FULLY IN INK AND IN BLOCK CAPITALS. ALSO PROVIDE ALL SUPPORTING PAPERWORK OR THIS MAY CAUSE DELAYS IN PROCESSING YOUR APPLICATION.

Applications will not be considered without payment of our admin fee (non refundable). Please pay this to our representative or contact the office. Cash and debit cards accepted. Credit cards subject to 3% handling fee.

We regret that no explanation may be given should we be unable to accept you as a tenant

One application form is required for each applicant over the age of 18. Under 18's not considered.

Title: Mr Mrs Miss Ms (Indicate as applicable)

First Name(s): Surname: Date of Birth:

Maiden name if applicable: Marital Status:

Home Tel. No.: Mobile: Email:

Childrens name(s) and ages:

Next of Kin: First Name: Surname:

Daytime No: Evening No:

Address:
Post Code:
Relationship to Applicant:

Address of property applied for: Rent £

Means of rent payment Own Means LHA/ other benefits Is this a joint application? Yes No

Are you currently?: Owner Council Tenant Private Tenant With Parents Other (please give details)

Current Address:
Post Code:

Period at Address Years Months

Please provide previous addresses and dates of residency for the last 3 years. (Please attach a separate sheet if required)

Previous Address: Period at Address Yrs Mnths
Post Code

Were You?: Owner Council Tenant Private Tenant With Parents Other (please give details)

Existing/ Previous Letting Agent /Landlord if applicable. Please provide additional addresses for last 3 years on a separate sheet

Name of Agent or Landlord:

Address:
Post Code:

Daytime Tel. No.: Other No.:

Fax No.: Email:

Previous Rent Paid (if applicable): £ : per calendar month

YOUR EMPLOYMENT DURING THIS TENANCY

(Please notify your employer/ accountant that enquiries will be made to verify this information)

Company/ Accountant Name _____

Address _____

Post Code _____

Employment Commencement Date | |

Contact _____

Contact Position

Contact Phone Number _____

Contact Fax Number _____

Job Description _____

Salary £ _____ :

National Insurance No. _____

Are you aware of any matters that may cause your employment to change in the near future? (if YES please give details on a separate sheet)

Yes

No

Do you have any additional source of income?

(if YES give details below)

Yes

No

Additional income 1: £	per	Additional income 2: £	per
Source: _____		Source: _____	

Please provide additional evidence of all additional income (s) i.e. payslips or Tax Credit award letters

Do you wish to keep a pet at the property? If yes please give details: _____

Are you a smoker? Yes No

Are you a vehicle owner? Yes No **Driving License Number:** _____

Car Registration Number: _____

Are you aware of any previous CCJ/or Bankruptcy? Yes No

If YES, please give details below. If you have a CCJ you must have received permission from MRA to proceed BEFORE paying your admin fee. An undisclosed CCJ will result in a failed application and loss of the non-refundable admin fee.

CCJ amount	£	Reason	Date	Satisfied?	YES/NO
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CCJ amount	£	Reason	Date	Satisfied?	YES/NO
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Additional Information:

Declaration:

I hereby authorise MRA to make any enquiries considered necessary to substantiate information supplied on this application form. I authorise MRA or their chosen assessment company to disclose any information about me and my account to any credit reference agency and/or any other tenancy database who may retain a record of such a search. This information is used to help me make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. I give my permission to take up all necessary references and that they may be shown to a Landlord and/or their lender.

I confirm that the information supplied is, to the best of my knowledge and belief, true.

Applicant signature _____

Date ____ / ____ / ____

PLEASE ALSO INCLUDE WITH YOUR APPLICATION; Last 3 salary slips if monthly (8 if weekly) , last 3 months bank statements, proof of savings if required, copy of photo ID (passport/ driving licence), 2 recent proofs of residency (credit card statement/ doctors letter/ utility bill etc.) Failure to supply these items may result in a delay in your application.

MRA Property – Rotterdam House, 116 Quayside, Newcastle upon Tyne, NE1 3DY

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