



TENANT APPLICATION FORM

- Submit a fully completed application form, accompanied by two written references for each adult and photographic ID for each adult to C&S Rentals Ltd via email, post or hand to our office.
- Written references can come from your employer, bank manager, accountant, teacher, solicitor, doctor, clergy or other professional.

Property applying for:	
Today's Date:	

Personal Details - Adult 1

Full name:	Contact number:
Email:	Date of birth:
Current address:	Previous address:
Rent - Own - Living with family- Other	How long at this property:
Reason for move:	Length of notice given:
National Insurance No:	Driving Licence No:
Children:	Ages:
Smoker:	Pets:

Personal Details - Adult 2

Full name:	Contact number:
Email:	Date of birth:
Current address:	Previous address:
Rent - Own - Living with family- Other	How long at this property:
Reason for move:	Length of notice given:
National Insurance No:	Driving Licence No:
Children:	Ages:
Smoker:	Pets:

Current Landlord Details

Current Landlord/ agent:
Current Landlord/agent address:
Phone number:

Employment Information - Adult 1:

Employed Self employed Unemployed Retired Other:
Current Employer:
Employer address:
Phone Number:
Position Held:

Date Employed From:
If Self Employed please provide an Accountants Report
Do you have a criminal record? Yes No (Please give details of any convictions)

Next of kin - Adult 1:

Name:
Address:
Phone number:
Relationship:

References - Adult 1:

Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Their job description:	Their job description:
Relationship:	Relationship:
How long have they known you:	How long have they known you:

Employment Information - Adult 2:

Employed Self employed Unemployed Retired Other:
Current Employer:

Employer address:
Phone Number:
Position Held:
Date Employed From:
If Self Employed please provide an Accountants Report
Do you have a criminal record? Yes No (Please give details of any convictions)

Next of Kin - Adult 2:

Name:
Address:
Phone number:
Relationship:

References - Adult 2:

Name:	Name:
Address:	Address:
Email Address:	Email Address:
Their job description:	Their job description:
Relationship:	Relationship:
How long have they known you:	How long have they known you:

Declaration

1) I have read the attached explanatory notes and confirm that the information supplied on this application is true and complete
2) I agree to any checks to be carried out for the application process
3) I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord.
Signed: _____ (Adult 1) _____ (Adult 2) Date: _____

Office Use Only

Date Received:	
Date Checked:	
Tenancy Offered/Declined Date:	
Notes:	

EXPLANATORY NOTES FOR NEW TENANTS

Please read these notes before signing and returning your application.

Applying for a property

- 1) Complete the attached tenant application form.
 - 2) Provide 2 written references for each adult.
 - 3) Provide photographic ID for each adult.
- Please return all of the above to our office as soon as possible.

References:

Written references can come from your employer, bank official, teacher, accountant, solicitor, doctor, clergy or any professional. A reference should include how long they have known you and in what capacity.

How can I return my application form:

Application forms can be returned to our office by hand, scanned & emailed or posted. Our contact details are found at the bottom of this page.

What happens next:

Once we have received all the application forms and references for the particular property we will forward same to the landlord. The landlord makes the decision of which application they wish to accept.

What will I have to do if my application is successful?

Once we have received acceptance of your application from the landlord we will contact you immediately. At this stage you will be required to:

- 1) Pay the deposit within 48 hours
- 2) Provide bank details for future rent payments by standing order

This will secure the property and we will withdraw it from the market. Properties are only secured once the deposit payment has been received.

The day of signing:

On the day of signing all parties are required in person at our office to:

- 1) Sign the tenancy agreement
- 2) Pay first month rent in advance
- 3) Sign the My Deposit agreement
- 4) Collect the keys to the property.