

professional tenancy application form

PLEASE COMPLETE IN **BLOCK CAPITALS**

Property address

 postcode

How long do you intend to rent for?

Full name

 Mr / Mrs / Miss / Ms

Phone number

Date of birth

 / /

Mobile number

Email address

Accommodation details

Current / previous address

 postcode

Time spent at property

 months/years

Is it rented?

 Yes No

If yes, provide landlord details:

Name

 Mr / Mrs / Miss / Ms

Landlord address

 postcode

Landlord phone number

Email address

Reason for leaving

Previous address if above less than 12 months

 postcode

Time spent at property

 months/years

Is it rented?

 Yes No

If yes, provide landlord details:

Name

Landlord address

Landlord phone number

Email address

Reason for leaving

Previous address if above less than 12 months

Time spent at property

Is it rented? Yes No

If yes, provide landlord details:

Name

Landlord address

Landlord phone number

Email address

Reason for leaving

Previous address if above less than 12 months

Time spent at property

Is it rented? Yes No

If yes, provide landlord details:

Name

Landlord address

Landlord phone number

Email address

Reason for leaving

Personal details

Do you have any children? Yes No Age(s) Sex(es)

Do you have any pets? Yes No Type

National insurance number

Do you have any adverse credit history? Yes No (CCJ, Bankruptcy order)

If yes, provide details

Next of kin

Relationship to you

Address

Phone number

Email address

Employment details

Current employer's name

Address

Phone number

Email address

Contact name for reference

Your job title Salary

Time with current employer Full-time Part-time

Previous employer's name if above less than 12 months

Address

Phone number

Email address

Contact name for reference

Job title Salary

Time with previous employer Full-time Part-time

Bank details

Name of account holder

Name of bank

Branch address

Account number Sort code - -

1. **Proof of Identity**
Original full UK passport (current or expired) to be shown OR International Passport which states that the holder is exempt from immigration control.
2. **Proof of Address**
Copy of address on recent bank statement, utility bill or driving licence.
3. **Deposit of £ _____ and application fee of £100.00** must be cleared in our account. All cheques to be made payable to **Redbrick Survey & Valuation Ltd.**
4. **Standing Order Form**
Must be completed and returned to the office. **All rent payments are to be made by standing order.**

I understand that if any member of the household does not complete all paperwork and make all required payments then no keys will be issued to anyone for the property. This includes the first months rent which must be paid in advance before I can move in.

I confirm my acceptance of the following:

- Failure to complete all required paperwork for myself and/or the group applying for the property will result in the loss of the reservation.
- No monies paid in connection with your application are refundable in any circumstances.
- Keys will not be released until the entire household have paid all funds due in advance, including the initial rent payment.

The information given, whether on this application form or otherwise, is true, accurate, complete and not misleading. I am aware that it is a criminal offence to knowingly provide false information or to forge a signature and that it may make me liable for criminal prosecution.

I have no objection to this information being verified by whatever means deemed necessary. All information will be held in accordance with the relevant data protection laws.

Your data – our promise

RMP Properties knows that your personal data belongs to you and not us. That's why when you, or a third party, share your personal data with us we make sure that we keep it private and safe.

We use your personal data to decide whether you're eligible for a tenancy, to administer your tenancy and for a variety of other reasons but sometimes it may lead to us refusing to provide you with a tenancy agreement.

Further details of how your information will be used by us and your data protection rights, can be found on www.rmpproperties.co.uk/privacy.asp or by contacting us.

We may also use the information we hold about you to inform you of products and services which are similar to the ones you currently hold with us which we believe will be of interest to you, and for statistical and analytical purposes.

We will only keep your personal data for as long as we need it and you have a right to ask for a copy of the personal data we hold about you.

If the personal data we hold is incorrect you have a right to ask for it to be corrected and, if you believe that we no longer have a reason to keep your personal data, you have a right to ask for it to be deleted.

For lots more information on what we do with your personal data, why we do it and what rights you have over that data, including how to make a complaint to the ICO, visit www.rmpproperties.co.uk/privacy.asp or contact us.

Signed (tenant)

Date

 / /

Print name (tenant)

Agent sign

Date

 / /

Agent print