



Tenants Comprehensive Application Form

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with * are mandatory information.

Agent Details

Name of agent: Hensons Homes Ltd

Branch number:

Contact name: Stephen Philp (Director)

Locality: 104 Salisbury Road Cathays Cardiff CF24 4AE Phone number: 029 2115 8696

Proposed Rental Property Details

Postcode*:

House number*:

Flat number:

House name:

Street*:

District:

Town*:

County:

Rental Details

Guarantor for which tenant(s)*:

Share of rent per month* :£

Total rent per month* :£

Tenancy term (months)*:

Start Date*:

Applicant Details

Title*: Mr Miss Mrs Ms Other

First Name*:

Initial:

Surname*:

Date of birth*:

Sex*: Male Female

No of dependants*:

Marital Status*: Single Married Divorced Separated Widow(er)

Any previous surnames:

Employment Type*: Full time employed Part time employed Temporary/Contract Unemployed

Self-Employed Retired Student Housewife/Home maker Payment in advance

Employment status*:	<input type="checkbox"/> Junior	<input type="checkbox"/> Management	<input type="checkbox"/> Unskilled	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Semi-skilled
	<input type="checkbox"/> Skilled	<input type="checkbox"/> Senior Management	<input type="checkbox"/> Other	<input type="checkbox"/> Not applicable	
Occupation*:					
Can we contact the applicant?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Home phone number* :		
Work phone number:	Mobile phone number:				
Email Address:					

Employer Details

Is your employment likely to change shortly*? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details of your future employer		
Job Title:	Start date*:	Month - Year -
Employers company name*:		
Payroll number:		
Contact name*:	Contact job title:	
Gross salary/Per annum*:		
Postcode*:	Building number:	
Unit number:	Building Name:	
Street:	District:	
Town*:	County:	
Daytime phone number*:	Mobile phone number:	
Fax number*:	Email address*:	
Please ensure you provide either a fax number or email address.		
Additional Information:		

Have you had any county court judgements or rent arrears in the last ten years?: * Yes No

If yes please fill in the following details

Numbers of CCJs*:
Amount:* £
Date*:
Claimant*:
Reason*:

Accountant Details

Do you have an accountant?*: Yes No If **No** Please provide 6 months bank statements showing proof of income

Accountants name*:

Contact name*:

Postcode*:

Building number:

Unit number:

Building name:

Street:

District:

Town*:

County:

Daytime phone number*:

Mobile phone number:

Fax number*:

Email Address*:

Please ensure you provide either a fax number or email address.

Additional Information:

Pension Providers Details

Do you have proof of pension?*: Yes No If **Yes** please provide your annual statement of pension

Pension providers name*:

Contact name:

Pension reference number*:

Postcode:

Building no:

Unit number:

Building name:

Street:

District:

Town*:

County:

Daytime phone number*:

Fax number:

Email address:

Gross annual income from all sources:* £

Additional information:

Current Address — Please complete all address details where appropriate
Please supply addresses to cover your last 3 years of residency

Postcode*:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year-	To: Month - Year -
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

Previous Address — Please complete all address details where appropriate

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year-	To: Month - Year -
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

Bank Details

How many credit cards held?*	Current account held?*: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please enter the details below
Sort code*:	Name of bank*:
Account name*:	Account number*:
Address*:	
Time with bank*: (years)_____ (months)_____	Cheque guarantee card held*: Yes <input type="checkbox"/> No <input type="checkbox"/>

Identification

Identification Details	
Identification Type (u.k passport, driving license No's, Utility Bill)*	
Identification Nos. (If utility bill, account No's with issuer, eg BT)*	

Additional Information

Will any of the tenants have pets?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any of the tenants smoke?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be any children living at the property?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please ensure that you have completed all fields indicated '*' as failure to do this may result in a delay in producing your report.

Consent

We will use the information provided to us by third parties to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.

Information provided to Hensons may be supplied to other organisations and used by them and us to

- A. Verify your identity for this application and if you apply for other facilities including all types of insurance applications and claims.*
- B. Check all or any of the application details which have been submitted.*
- C. Assist organisations to make decisions on tenancy applications by you*

By confirming your agreement to proceed you are accepting that we may use your information in this way.

Signed:

Date:

Hensons are able to offer you specialist contents insurance for people in rented accommodation and as a service will contact the applicant to discuss insurance requirements.

If you do not wish to be contacted please tick here

Please if you have any queries regarding this application form, please do not hesitate in contacting Hensons on Tel: 029 2115 8696 or call into our offices at 104 Salisbury Road Cathays Cardiff CF24 4AE.

Thank you

Stephen Philp

Director

The information contained within this application is being transmitted to and is only for the use of Experian. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling

Identification Required

Please bring with you on your appointment to our office one document from each column below per applicant, so that we may process your application. Care of address or PO Box not permitted.

Identity Document	Evidence of Address
Current signed passport	A utility bill within the last 3 months (Not mobile phone bill)
Non UK residents; current visa	Council Tax bill for current year
Current UK photo card driving license, but not provisional	Bank, Building Society OR Credit Union statement containing current address
Residential permits issued by the home office to EU Nationals	Most recent mortgage statement from a recognised lender
Benefit book or original letter from benefits agency confirming benefits	Current UK driving license
Self employed in construction industry- Tax exemption forms (C155, C156 or CC60)	Confirmation from electoral roll that you live at that address
Inland revenue tax notification	Record of home visit
Fire arms certificate	

Guarantors

- If you were given a **Guarantor Form** this needs to be completed and signed by the person of responsibility. This person is responsible for fulfilling the rent obligations should you do not so.
- Guarantors must be home owners and resident in UK.
- A copy of a current utility bill must accompany this guarantor form: it must contain the same name and address as that of the guarantor
- The witness **Cannot** be a relative of the tenant, guarantor or tenant of the property.
- If you have any queries regarding the above please contact our office where we will be happy to assist you.