

Tenancy Application Form

Please complete & send to **'FREEPOST RSJH-KXUC-YJRE, NPG, Marlborough House, Westminster Place, York Business Park, York, YO26 6RW'**



ADDRESS OF PROPERTY BEING APPLIED FOR

PERSONAL DETAILS – Main/Joint Tenant Applicant (Additional Applicants must also complete PAGE 1 ONLY of a Separate Application Form. No further application fee will apply)

Title: Forenames: Initials: Surname:

Date of birth: National Insurance number:

Daytime contact number: Mobile telephone number: Marital status (e.g. single/married):

Current address:

Current address postcode: Years at current address:

Status at current address (please delete or circle):
 Tenant / Living with family or friends / Owner with mortgage / Owner with no mortgage / Other – please provide details:

Previous address (only required if you have lived at your current address for less than 3 years):

Previous address postcode: Years at previous address:

Do you intend to keep pets at the property? (Please delete or circle):
 No / Yes – If yes, then please provide details:

Do you or does anyone who will live at the property with you smoke: No / Yes
Email address:

Please provide details of anyone else who will live at the property with you

Name	Date of birth (if under 21)	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/> Partner / Child / Parent / Other – Please provide details:
<input type="text"/>	<input type="text"/>	<input type="text"/> Partner / Child / Parent / Other – Please provide details:
<input type="text"/>	<input type="text"/>	<input type="text"/> Partner / Child / Parent / Other – Please provide details:
<input type="text"/>	<input type="text"/>	<input type="text"/> Partner / Child / Parent / Other – Please provide details:
<input type="text"/>	<input type="text"/>	<input type="text"/> Partner / Child / Parent / Other – Please provide details:

EMPLOYMENT / INCOME / HOUSING BENEFIT DETAILS

Employment status (please delete or circle):
 Employed / Self Employed / Retired / Unemployed / Other – Please provide details:

Employer name, address (if employed):

Employer contact name and number (if employed): Years with employer (if employed): Your Income including benefits:

Employer Email Address (if employed): Current Housing Benefit per week: Name of Local Authority paying your Current HB:

CURRENT LANDLORD / LETTING AGENT DETAILS (only required if you are currently in rented accommodation)

Landlord / agency name

Contact number

Current rent amount

Address of landlord / agent

Landlord/Agent Email Address

GUARANTOR DETAILS

Title:

Forenames:

Surname:

National Insurance Number

Date of birth

Daytime Telephone

Mobile Telephone

Employer Name (Full Time Employed Only)

Employer Address and Contact Details (not required for Home Owning Guarantor)

Tel:	Email:
<input type="text"/>	<input type="text"/>

Current address

Current address postcode

Years at current address

Email Address

Status at current address (please delete or circle)

Previous address (only required if you have lived at your current address for less than 3 years)

Previous address postcode

Years at previous address

APPLICATION FEE (please tick as appropriate)

- | | | |
|--|--|--------------------------|
| <input type="checkbox"/> DSS Applicants with Home Owning Guarantor with Good Credit Record | No Bond Required | Application Fee - £49.00 |
| <input type="checkbox"/> DSS Applicants with FT Employed Guarantor with Good Credit Record | No Bond Required | Application Fee - £99.00 |
| <input type="checkbox"/> Private Applicants with Home Owning/FT Employed Guarantor with Good Credit Record | No Bond Required | Application Fee - £99.00 |
| <input type="checkbox"/> Private/DSS with No Guarantor | Bond of 2 Months Rent Required | Application Fee - £99.00 |
| ADDITIONAL FEES (Payable On Move In): Tenancy Admin Fee - £99.00 | Rent to Buy Only; Legal Preparation Fee | £399.00 |

HOLDING PAYMENT (Please tick if required)

-
- I wish to pay 50% of the first month's rent now, so that the property will be taken off the market immediately if my application is successful

PAYMENT METHOD (please tick as appropriate)

- Cash Paid to NPG local property manager. Sorry we are unable to accept payment by cheque.
- Debit / Credit Card – Please call 0845 539 1203 during office hours to make an immediate payment, or complete your details below.

Cash Paid

£

Cardholder Name (as appears on Card)

Card Number (long card number from front of card)

Start Date

End Date

Issue No

Last 3 digits on back

Cardholder Address (only required if not applicant's card - must be the address card statements are sent to)

Cardholder Signature (only required if applicant's card)

Amount to be Debited

£

Please note - Your application fee and advance rent will be refunded in full if your application is unsuccessful. If your application is successful, the fee and any advance rent is non-refundable should you later change your mind.

CONSENT DECLARATION

We confirm that the information contained in this application is true to the best of our knowledge and belief and may be verified. We agree that NPG Lettings Limited, trading as National Property Group ("NPG") may search the files of one or more credit referencing agencies and that the results of these findings may be forwarded to NPG and the Landlord. We also understand that in the event of failing to make a rental payment a default may be recorded against our credit files. We understand that should any of the information contained in this application be found to be untrue the application will be declined and we may lose all or part of the administration fee. We give our employers, accountants and current landlords/letting agencies permission to disclose any information requested by NPG.

Main Tenant signature:

Main Tenant name:

Date:

Guarantor signature:

Guarantor name:

Date:

National Property Group is a trading name of NPG Lettings Limited, a company registered in England No. 07191403

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