



3Keys Property
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Doncaster
South Yorkshire
DN5 9AG

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Branch no / name: Doncaster branch
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TENANT APPLICATION FORM / REFERENCE FORM

It is mandatory to complete the whole form. Please use black ink and capital letters.

Property details (to be completed by the landlord / letting agent)

Property address

Property type Flat Bungalow Terraced house
 Detached house Semi-detached house

Content Un-furnished Partly furnished
 Fully furnished

Number of tenants moving into the property

Proposed tenancy period
months

Proposed tenancy start date
(dd/mm/yyyy)

Rent for this property per calendar month
£

Will this be the only or principle home of at least one tenant?
 Yes No

Tenant identification (to be completed by the landlord / letting agent)

Has proof of residency been copied and put on file?
(Proof of residency means 2 original and different documents such as bank statement, utility bill, council tax bill, telephone bill etc. with the applicant's name and current address on. The documents must not be older than three months, or the most recent version if issued less frequently, when this application is made.)
 Yes No, please specify

Has a certified and signed copy of a driving licence and/or passport and/or other valid personal identification been put on file?
 Yes
 No, please specify

Tenant applicant details (everything below to be completed by the prospective tenant)

Title All forenames Surname(s)

Also known as Marital status Any previous surnames

Date of birth (dd/mm/yyyy) Email address Who will be funding the deposit?

Telephone home Telephone mobile Telephone work Telephone other

Nationality Passport number UK National Insurance No. VISA or other resident permit (if applicable)

Please provide the address of any other UK property you own jointly or on your own. Do any of the applicants enjoy diplomatic immunity?
 Yes No

Current address:

Reason for leaving:

Time at address (x years/ x months):

Status at current address

Tenant (private) Tenant (council) Owner

Living with friends Living with family

Other, please specify

Previous addresses the last 3 years including status at each address and reason for leaving

Next of kin (a relative, neighbour, close friend etc.)

Forenames and full surname(s) (not a joint tenant)	Telephone	Address* (not the property address)

*May we use this address and your other details above, as post tenancy contact details?

Yes No If not, please complete post tenancy contact details below.

Post tenancy contact details

Character references (must be a person who has known you at least five years and not a family member)

Forenames and full surname:

Full address:

Telephone number:

Email address:

Forenames and full surname:

Full address:

Telephone number:

Email address:

Please list everyone who will live in the property (including yourself and children under 18)

Full name (including middle names)	Nationality (to comply with Immigration Act 2014)	Date of birth	Relationship to the applicant (joint tenant, dependant, spouse etc.)	Smoker* (yes/no)

* Please be advised all of our rental properties operate a strict no smoking policy.

Please list any pets that will be kept in the property

Type of pet (include breed for dogs)	Number (if relevant)	Other relevant information (fully grown, puppy etc.)
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Employment information

Employment type Full time employed Part time employed Temporary / contract Unemployed
 Self-employed Retired Full time student Part time student
 Home-maker Other, please specify

Job title / occupation	Business name and type of business	Do you need a work permit to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer's / accountant's name and address	Employers landline phone number
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Gross annual salary £	Time in job (years and months)	Department
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Payroll number	Are you in receipt of any other income (if yes, please specify)
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Full contact name for employer reference	Please confirm that the person within the company has the authority to provide a reference <input type="checkbox"/> Yes
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Referee's position and department	Referee's landline telephone number
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Referee's email address	Referee's fax number
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If less than 6 months in present job, please supply previous employer details, including time in that employment

Current landlord / letting agent / lender

Full name and address

Amount of rent / mortgage paid (per calendar month) £	Reference number (roll number/ account no. etc.)	Other relevant information
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Full name of contact person	Email address
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Telephone landline	Telephone mobile	Telephone other
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Bank details

Full name and address of your bank

Branch sort
code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Account
number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account holder's name

Overdraft facility

 Yes No

Overdraft limit

£

If currently overdrawn, how much?

£

Are you happy for us to use these bank details for the standing order for future and on-going rental payments?

 Yes No

If No, please provide suitable bank details

Are you happy for us to use these bank details for any return rent (i.e. if an overpayment is made)?

 Yes No

If No, please provide suitable bank details

Other financial commitments (car purchase, maintenance to former partner, credit card debt etc.)

Name of lender / credit card company

Loan amount /
card balanceMonthly
paymentCredit card
limitLoan expiry
date**Financial history**

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?

 No Yes, please specify**Criminal record**

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?

 No Yes, please specify**Other**

Additional information that may be relevant to this applicant/application

Guarantor applicant details

Title	All forenames	Surname(s)	
Also known as	Date of birth (dd/mm/yyyy)	Email address	
Address		Relationship to tenant(s)	
Telephone home	Telephone mobile	Telephone work	Telephone other

Tenant declaration

I hereby confirm that the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading.
I give my consent to the information being used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed. I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined.
I understand that the referencing & administration fee payable for ourselves and our guarantor is non-refundable under any circumstances
I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.
I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

As part of the legal process of letting a property we are required to provide you with certain information prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our environmental impact through unnecessary printing

Print Name: Signed by the applicant:

Date: