



Atterway Collingwood House, Church Square, Hartlepool, TS24 7EN

Telephone: 01429 806554

Website: [www.Atterway.com](http://www.Atterway.com)

Email: [enquiries@atterway.com](mailto:enquiries@atterway.com)

### Tenant Application Form

<b>Full Name:</b>	
<b>Address:</b>	
<b>Home Tel No.</b>	<b>Mobile Tel No.</b>
<b>Email Address:</b>	
<b>Date of Birth:</b>	<b>National Insurance No.</b>

<b>Status</b>	Owner/Council Tenant/ Private Tenant/ With Parents/ Other (Specify Below)		
Period at present address		Reason for Depart	
<b>Name of Landlord/Management Agency</b>			
Email Address			
Full Address			
Telephone Number			
Current Rental Rate		Date Payable	
Method of payment		Notice Required	

**Previous Addresses**

Address 1
Agent:
Address 2
Agent:

### Property Requirements

Area Preferred	Number of Bedrooms
Number of people who will be living in the property including dependents.	Other

**Details of occupants in the property**

Name	D.O.B	Relationship

### Emergency Contact Details:

Please supply the details of two people we can contact in case of an emergency

Full Name	Full Name
Address	Address
Tel No	Tel No
Relationship	Relationship

### Additional Information (please circle)

1. Are you able to put down a deposit? Y / N
2. Do you intend to keep pets? If so what \_\_\_\_\_ Y / N
3. Do you smoke? Y / N
4. Have you ever abandoned a property or left without notice Y / N
5. Have you any outstanding arrears? If so how much \_\_\_\_\_ Y / N
6. Have you or anyone in the household been evicted or asked to leave. Y / N
7. Has anyone in the household had or have an ASBO Y / N
8. Are you or your partner receiving benefits? Y / N
9. Do you currently have a care/support worker? Y / N
10. Do you or anyone in the household have a drug or alcohol problem Y / N
11. Do you have debt issues or difficulty budgeting? Y / N
12. Are you currently having any deductions out of your benefits? Y / N
13. Do you have a bank account? Y / N
14. Do you agree to pay the rent by standing order? Y / N  
If not please give details \_\_\_\_\_
15. Have you or anyone in the household have any court judgments against you? Y / N  
Please give details.  
\_\_\_\_\_  
\_\_\_\_\_
16. Do you or anyone in the household have a criminal record? Y / N  
Please give details.  
\_\_\_\_\_  
\_\_\_\_\_

### Employment History

Please circle relevant status

- |                      |                    |                  |
|----------------------|--------------------|------------------|
| Permanently employed | Temporary Employed | Self Employed    |
| Retired              | Student            | Housing Benefits |
| Other (please State) |                    |                  |

### Current Employment

Company Name and Address (including postcode)			
Contact Name		Telephone/Fax No.	
Position Held		Annual Income	
Employment from-to		Reason for leaving	

### Previous Employer

Company Name and Address (including postcode)			
Contact Name		Telephone/Fax No.	
Position Held		Annual Income	
Employment from-to		Reason for leaving	

### References

Please provide 2 references, one of which MUST hold a position of authority (E.g Employer/Landlord)

Name	Name
Full Address	Full Address
Postcode	Postcode
Telephone Number	Telephone Number
Email Address	Email Address
Relationship	Relationship
Time Known	Time Known

### Declaration

I/We hereby confirm that the information provided on this form is true and correct and hereby authorise you to verify the details given and seek references as required. I/We understand that this application does not represent any offer, contract of tenancy or of any other nature. I/We also understand that Atterway/the Landlord/Atterway acting on behalf of the landlord may decline our application for Tenancy without having to provide us with any explanation or reasoning as to their decision.

I/We hereby authorise Atterway to contact the local authority benefits department and seek any information they may require in relation to my/our claim, in respect of housing benefit. I/We further authorise the local authority to provide Atterway with the requested information. In relation, I/we also understand and authorise Atterway to contact all persons provided with relation to current/previous tenancies, employment and/or the referees given above.

I/we understand that any changes to persons detailed on this application form, whom will be living at the property, must be notified to Atterway in writing. I/We understand that any proposed tenant over the age of 18 years, including my/our partner, must complete a separate Tenant Application Form in their own name, and submit the same to Atterway for approval.

I/We understand that Atterway/the landlord may require further/additional checks\* to be undertaken before our application can be finalised. We consent to such further checks being undertaken.

I/We understand that, if we withdraw from the application at any point, and for any reason of our own choosing, then we will not be entitled to seek recovery of my/our application fee.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### Information Required of The Tenant:

Evidence of National Insurance, Evidence of Income/Benefits, Evidence of Private Rent Or Tenancy Agreement, Proof of ID (in accordance with Right to Rent laws)

\*Possible additional checks:

Deeper history of tenancy, deeper history of employment, current address property inspection/animal inspection, informal interview



Registered Office: Atterway Ltd. Collingwood House, Church  
Square, Hartlepool, TS24 7EN  
Telephone: 01429 806554,  
Registered in England and Wales no. 8830638

