

Gateway Letting Tenancy Application Form

PLEASE COMPLETE ONE FORM PER APPLICANT IN BLOCK CAPITALS or type it in
Then print it out, sign and email or fax back before the deadline given to you.
Call 02080901778 if you have any queries or email info@gatewayletting.com

1. Property Details (Address to be let)

Property address

Tenancy period

months

Tenancy start date

No of applicants

Total rent

£

per month

Rent for this applicant

£

per month

2. Applicant Details (All fields MUST be completed)

Title** First name** Initials Surname**

Date of birth**

Marital status (e.g. single/married)

Previous surnames

Current address and postcode**

Address status: Owned/mortgaged

Rented (provide landlord details Section 3)

Family/friends

Date moved in mm/yy

Rent/mortgage pm

Furnished/unfurn

Email address

Mobile telephone number

Home phone number

Work phone number**

NI Number (or overseas equivalent)

Gross annual salary/income....Occupation**

£

Names of all persons that will live at the property

Age

Share of rent

Are you or any of the above named a smoker? Yes No

Do you have any pets? Yes* No

Have you had any County Court Judgements or rent arrears in the past 6 years? Yes* No

* Details of any Judgments, arrears and/or pets should be written on a separate page.

3. Current landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

3.1 Previous Address (If at current less than 6 years*)

Previous address

Postcode

Time lived at this address

from / /

To / /

3.2. Previous landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of Landlord/agent

3.3 Previous Address (If at current & previous less than 6 years*)

Previous address

Postcode

Time lived at this address

from / /

To / /

3.4 Previous landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of Landlord/agent

Provide details of more addresses for the past 6 years on a separate sheet if the above do not cover 6 years. Landlord and addresses abroad will be verified but might incur additional costs

4. Employment / Occupation details (Employed/Self employed)

Employment status (e.g. permanent)

Name of employer/organisation

Employment dates(mm/yy)

From

To

Position held

Manager/Contact name

Manager/ Contact position

Employer /work Address

Manager/Contact telephone number

Manager/Contact fax number

Manager/Contact email

5. Character Referee (Non relative known for 3 years+)

Referee name	Relationship (e.g. previous employer)	Time known
<input type="text"/>	<input type="text"/>	<input type="text"/> years
Address		
<input type="text"/>		
Contact number	Fax number or E-mail address	
<input type="text"/>	<input type="text"/>	

5. Next of kin (person who does not live with you who can be contacted in an emergency)

Next of Kin name	Relationship (e.g. mother / sister)	Time known
<input type="text"/>	<input type="text"/>	<input type="text"/> years <input type="text"/> months
Address and postcode		
<input type="text"/>		
Contact number	E-mail address	
<input type="text"/>	<input type="text"/>	

6. Guarantor

Fill in if applicable

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		Postcode
<input type="text"/>		<input type="text"/>
Contact no	Income status (e.g. self/employed, retired)	
<input type="text"/>	<input type="text"/>	
Employment (e.g. self/emp, retired)	Employer's contact name^	Employer's contact no^
<input type="text"/>	<input type="text"/>	<input type="text"/>

We may contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity. Please leave blank if unknown or not applicable. An accountant or solicitor can be entered if self employed.

7. Banker's Details

Mandatory (used for reference checking purposes only)

Account holder name	Account number	Sort code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Banker's branch and address			
<input type="text"/>			
Time at bank	Is it a current acc?	Have you got a Cheque Guarantee card?	Number of credit cards (any bank)
<input type="text"/> years <input type="text"/> months	<input type="text"/> Yes/ No:	<input type="text"/> Yes / No:	<input type="text"/>

8. Additional Information needed

The following documentation must be submitted with this form:

1. Identification Validation (UK Passport, Driver's Licence) (attach copy of your ID)
ID Type (e.g. passport) Passport or ID number **supply for all tenants**

<input type="text"/>	<input type="text"/>
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2. Proof of address like recent council, utility or landline telephone bill
Issuer (Utility e.g. BT or council) Account number **supply for all tenants**

<input type="text"/>	<input type="text"/>
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3. Proof of income – 3 Payslips and/or letter of appointment

4. 3 months bank statements (show payment of rent + salary)

9. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signed

Date

Name

10. Guidance and information

PLEASE RETURN this completed and signed form to Gateway Letting within the 1 or 2 days required (see deadline on holding deposit statement)

Please remember to attach copies of the ID , proof of address, proof of income and bank statements

If you have any queries please phone Gateway Letting on 0208 090 1778

Return the completed form Via Fax to 0333 344 1933
OR E-MAIL SCANNED DOCUMENT to info@gatewayletting.com

Only post to us if you still have sufficient time before your deadline for submitting these forms :
Gateway Letting, 138 Maddison House, 226 High Street, Croydon, CR9 1DF

- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields for completeness and accuracy prior to submission.
- Applicants with low incomes or without previous history as a tenant may be required to provide details of a suitable Guarantor.
- The Guarantor provided must be in regular employment or own a home and agree to a credit & suitability assessment. We will contact the Guarantor to confirm this. A sep[arate guarantor form is available.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- You should, where possible, advise referees that we will be contacting them as this will reduce delays.
- Any false information uncovered at a later date will result in the immediate termination of any agreement that may be in place