



## APPLICATION FORM FOR RENTED ACCOMMODATION

(As part of our normal administration procedure on prospective tenants, all references are taken up and checked. Please note that we will not process an application for more than three unrelated individuals. Families will be processed as one application)

**ADDRESS OF PROPERTY**

**APPLIED FOR:** .....

**PREFERRED TENANCY START DATE:** ...../...../..... **(Subject to availability)**

**MONTHLY RENT FOR ABOVE PROPERTY £**.....

**FURNISHED/UNFURNISHED (Delete as necessary)**

2 High Street, Loughborough, Leics, LE11 2PY  
Tel: 01509 235534 Email: loughborough@andrewgranger.co.uk  
Andrew Granger & Co is a trading name of Andrew Granger & Co Ltd, Reg No 09298477.

**Please note that unless we are advised to the contrary, all postal correspondence regarding your application will be sent to the address of Applicant 1.**

**APPLICANT 1:**

FOR OFFICE USE ONLY: Credit Score Check carried out on: ...../...../.....

**LANDLORD APPROVED APPLICATION ON: ...../...../.....**

TITLE: (Mr/Mrs/etc.) .....  
 FORENAME(S): .....  
 SURNAME: .....  
 CURRENT ADDRESS: .....  
 POSTCODE: ..... IS THIS PROPERTY RENTED? YES / NO

PERIOD OF OCCUPATION AT CURRENT ADDRESS: .....YEARS.....MONTHS  
 IF LESS THAN 24 MONTHS PLEASE SUPPLY YOUR PREVIOUS ADDRESS AND PERIOD OF OCCUPATION

FROM .....(MONTH / YEAR) TO ..... (MONTH / YEAR)

			L/L APPROVED
E-MAIL: .....	DO YOU HAVE ANY CRIMINAL CONVICTIONS? YES/NO		<input type="checkbox"/>
WORK TEL NO: .....	DO YOU HAVE ANY COUNTY COURT		<input type="checkbox"/>
MOBILE TEL NO: .....	JUDGEMENTS, INDIVIDUAL VOLUNTARY ARRANGEMENTS OR ADVERSE CREDIT? YES/NO		
PASSPORT NUMBER:.....	IF YES, PLEASE PROVIDE FURTHER DETAILS		
DATE OF ISSUE: .....	AT THE END OF THIS SECTION		
PLACE OF ISSUE:.....			
HOW LONG HAVE YOU LIVED IN THE UK? SINCE BIRTH <input type="checkbox"/>			<input type="checkbox"/>
IN NOT SINCE BIRTH, PLEASE GIVE DATE OF COMMENCEMENT OF RESIDENCY: .....			
OCCUPATION: .....	DO YOU REQUIRE HOUSING BENEFIT? YES/NO		<input type="checkbox"/>
FULL TIME / PART TIME (delete as necessary)	DO YOU HAVE PETS? YES/NO		
EMPLOYED / SELF EMPLOYED(delete as necessary)	IF YES PLEASE LIST		
DATE OF BIRTH:.....	DO YOU SMOKE? YES/NO		<input type="checkbox"/>
NATIONAL INSURANCE NO:.....			
LENGTH OF TIME AT THIS EMPLOYER .....			

EMPLOYER REFERENCE  
(IF SELF EMPLOYED  
PLEASE PROVIDE YOUR  
ACCOUNTANTS DETAILS)

NAME: .....  
ADDRESS (include .....  
Company Name): .....  
POSTCODE: .....  
EMAIL: .....  
ANNUAL SALARY: .....

LANDLORD REFERENCE

NAME: .....  
ADDRESS: .....  
POSTCODE: .....  
EMAIL: .....

\* PLEASE INDICATE IF YOU OWN  
YOUR PROPERTY AND ARE  
CURRENTLY IN THE PROCESS OF  
SELLING

**PLEASE PROVIDE BELOW ANY FURTHER DETAILS WHICH MAY BE RELEVANT TO APPLICANT 1:**

**Please note that unless we are advised to the contrary, all postal correspondence regarding your application will be sent to the address of Applicant 1.**

**APPLICANT 2:**

FOR OFFICE USE ONLY: Credit Score Check carried out on: ...../...../.....

**LANDLORD APPROVED APPLICATION ON:** ...../...../.....

TITLE: (Mr/Mrs/etc.) .....  
 FORENAME(S): .....  
 SURNAME: .....  
 CURRENT ADDRESS: .....  
 POSTCODE: ..... IS THIS PROPERTY RENTED? YES / NO

PERIOD OF OCCUPATION AT CURRENT ADDRESS: .....YEARS.....MONTHS  
 IF LESS THAN 24 MONTHS PLEASE SUPPLY YOUR PREVIOUS ADDRESS AND PERIOD OF OCCUPATION  
 .....  
 FROM .....(MONTH / YEAR) TO ..... (MONTH / YEAR)

E-MAIL: .....	DO YOU HAVE ANY CRIMINAL CONVICTIONS?	YES/NO	L/L APPROVED
WORK TEL NO: .....	DO YOU HAVE ANY COUNTY COURT		<input type="checkbox"/>
MOBILE TEL NO: .....	JUDGEMENTS, INDIVIDUAL VOLUNTARY	YES/NO	<input type="checkbox"/>
PASSPORT NUMBER.....	AGREEMENTS OR ADVERSE CREDIT?		
DATE OF ISSUE.....	IF YES, PLEASE SUPPLY FURTHER DETAILS		
PLACE OF ISSUE.....	AT THE END OF THIS SECTION		
HOW LONG HAVE YOU LIVED IN THE UK?			<input type="checkbox"/>
SINCE BIRTH <input type="checkbox"/>			
IN NOT SINCE BIRTH, PLEASE GIVE DATE OF			
COMMENCEMENT OF RESIDENCY:	.....		

OCCUPATION: .....	DO YOU REQUIRE HOUSING BENEFIT?	YES/NO	<input type="checkbox"/>
FULL TIME / PART TIME (delete as necessary)	DO YOU HAVE PETS?	YES/NO	
EMPLOYED / SELF EMPLOYED(delete as necessary)	IF YES PLEASE LIST		

DATE OF BIRTH:.....	DO YOU SMOKE?	YES/NO	<input type="checkbox"/>
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NATIONAL INSURANCE NO:.....  
 LENGTH OF TIME AT THIS  
 EMPLOYER .....

EMPLOYER REFERENCE  
(IF SELF EMPLOYED  
PLEASE PROVIDE YOUR  
ACCOUNTANTS DETAILS)

NAME: .....  
ADDRESS (include .....  
Company Name): .....  
POSTCODE: .....  
EMAIL: .....  
ANNUAL SALARY: .....

LANDLORD REFERENCE

NAME: .....  
ADDRESS: .....  
POSTCODE: .....  
EMAIL: .....

\* PLEASE INDICATE IF YOU OWN  
YOUR PROPERTY AND ARE  
CURRENTLY IN THE PROCESS OF  
SELLING

**PLEASE PROVIDE BELOW ANY FURTHER DETAILS WHICH MAY BE RELEVANT TO APPLICANT 2:**

**Please note that unless we are advised to the contrary, all postal correspondence regarding your application will be sent to the address of Applicant 1.**

**APPLICANT 3:**

FOR OFFICE USE ONLY: Credit Score Check carried out on: ...../...../.....

**LANDLORD APPROVED APPLICATION ON: ...../...../.....**

TITLE: (Mr/Mrs/etc.) .....  
 FORENAME(S): .....  
 SURNAME: .....  
 CURRENT ADDRESS: .....  
 POSTCODE: ..... IS THIS PROPERTY RENTED? YES / NO

PERIOD OF OCCUPATION AT CURRENT ADDRESS: .....YEARS.....MONTHS  
 IF LESS THAN 24 MONTHS PLEASE SUPPLY YOUR PREVIOUS ADDRESS AND PERIOD OF OCCUPATION  
 .....  
 FROM .....(MONTH / YEAR) TO ..... (MONTH / YEAR)

			L/L APPROVED
E-MAIL: .....	DO YOU HAVE ANY CRIMINAL CONVICTIONS?	YES/NO	<input type="checkbox"/>
WORK TEL NO: .....	DO YOU HAVE ANY COUNTY COURT		<input type="checkbox"/>
MOBILE TEL NO: .....	JUDGEMENTS, INDIVIDUAL VOLUNTARY	YES/NO	
PASSPORT NUMBER.....	AGREEMENTS OR ADVERSE CREDIT?		
DATE OF ISSUE.....	IF YES, PLEASE SUPPLY FURTHER DETAILS		
PLACE OF ISSUE.....	AT THE END OF THIS SECTION		
HOW LONG HAVE YOU LIVED IN THE UK?			<input type="checkbox"/>
SINCE BIRTH <input type="checkbox"/>			
IN NOT SINCE BIRTH, PLEASE GIVE DATE OF			
COMMENCEMENT OF RESIDENCY:	.....		

OCCUPATION: .....	DO YOU REQUIRE HOUSING BENEFIT?	YES/NO	<input type="checkbox"/>
FULL TIME / PART TIME (delete as necessary)	DO YOU HAVE PETS?	YES/NO	
EMPLOYED / SELF EMPLOYED(delete as necessary)	IF YES PLEASE LIST		
DATE OF BIRTH:.....	DO YOU SMOKE?	YES/NO	<input type="checkbox"/>

NATIONAL INSURANCE NO:.....  
 LENGTH OF TIME AT THIS  
 EMPLOYER .....

EMPLOYER REFERENCE  
 (IF SELF EMPLOYED  
 PLEASE PROVIDE YOUR  
 ACCOUNTANTS DETAILS)

LANDLORD REFERENCE

\* PLEASE INDICATE IF YOU OWN  
 YOUR PROPERTY AND ARE  
 CURRENTLY IN THE PROCESS OF  
 SELLING

NAME:	.....	NAME:	.....
ADDRESS (include	.....	ADDRESS:	.....
Company Name):	.....		.....
POSTCODE:	.....	POSTCODE:	.....
EMAIL:	.....	EMAIL:	.....
ANNUAL SALARY	.....		

**PLEASE PROVIDE BELOW ANY FURTHER DETAILS WHICH MAY BE RELEVANT TO APPLICANT 3:**

**CHILDREN**

Please list the names in full and the ages of all individuals who will be residing at the property, **who are under 18 years of age**:

NAME: ..... AGE: ..... (Years / Months)  
NAME: ..... AGE: ..... (Years / Months)  
NAME: ..... AGE: ..... (Years / Months)  
NAME: ..... AGE: ..... (Years / Months)

**GUARANTOR: (If required)**

FOR OFFICE USE ONLY: Experian Check carried out on: ...../...../.....  
PASS/FAIL: .....

**LANDLORD APPROVED**

TITLE: (Mr/Mrs/etc.) .....  
FORENAME(S): .....  
SURNAME: .....  
CURRENT ADDRESS: .....  
POSTCODE: .....

LENGTH OF TIME AT CURRENT ADDRESS: ..... (YEARS/MONTHS)

HOME TEL NO: .....

WORK TEL NO: .....

MOBILE TEL NO: .....

E MAIL ADDRESS:.....

DATE OF BIRTH: .....

NATIONAL INSURANCE NO:.....

OCCUPATION: .....

**PLEASE NOTE GUARANTORS SHOULD BE IN FULL TIME EMPLOYMENT AND A PROPERTY OWNER**



PLEASE NOTE THAT ALL PERSONS AGED 18 YEARS AND OVER WILL BE NAMED ON THE TENANCY AGREEMENT. PLEASE COMPLETE THIS FORM IN AS MUCH DETAIL AS POSSIBLE SO THAT WE HAVE SUFFICIENT INFORMATION TO CONSIDER YOUR APPLICATION ON BEHALF OF OUR CLIENT. PLEASE RETURN THE FORM TO THE LETTINGS DEPARTMENT AT THE ADDRESS LISTED ABOVE.

WE WILL CHARGE AN ADMINISTRATION FEE OF £234.00 INCLUSIVE OF VAT (£195.00 + VAT), IF A SECOND PERSON INTENDS TO RESIDE AT THE PROPERTY THEN A FURTHER APPLICATION FEE OF £60.00 INCLUSIVE OF VAT (£50.00 + VAT) WILL BE REQUIRED. IF THE LANDLORD ALLOWS A NEW TENANT TO MOVE INTO THE PROPERTY AFTER THE TENANCY HAS BEGUN, A SEPARATE APPLICATION FEE OF £117.00 INCLUSIVE OF VAT (£97.50 + VAT) WILL BE REQUIRED. PLEASE ENCLOSE YOUR PAYMENT WITH THIS APPLICATION FORM. AN APPLICATION WILL NOT BE PROCESSED UNLESS THE FEE IS RECEIVED. SHOULD ANY APPLICATION BE ACCEPTED AND REQUIRE A GUARANTOR, THEN AN ADDITIONAL FEE OF £60.00 INCLUSIVE OF VAT (£50.00 + VAT) WILL BE REQUIRED.

\* PLEASE NOTE THAT SHOULD YOUR APPLICATION NOT BE ACCEPTED THEN ANY IDENTIFICATION AND YOUR ADMINISTRATION FEES WILL BE RETURNED

IF YOUR APPLICATION IS ACCEPTED AND SUBSEQUENTLY DECLINED DUE TO UNSATISFACTORY REFERENCING (INCLUDING ANY UNDISCLOSED COUNTY COURT JUDGEMENTS) THEN THE ADMINISTRATION FEE WILL NOT BE REFUNDED

I CONFIRM THAT I HAVE READ THE DETAILS CONTAINED IN THE TENANT INFORMATION SHEET.

\*Signed : ..... Dated : .....  
APPLICANT 1

\*Signed : ..... Dated : .....  
APPLICANT 2

\*Signed : ..... Dated : .....  
APPLICANT 3

\*I HEREBY GIVE PERMISSION FOR ANDREW GRANGER & CO TO CARRY OUT A CREDIT CHECK AND ANY OTHER REFERENCES AS REQUIRED AND SHARE THIS INFORMATION WITH ANY INTERESTED PARTIES.

\*Signed : ..... Dated : .....  
GUARANTOR (if applicable)

\*I HEREBY GIVE PERMISSION FOR ANDREW GRANGER & CO TO CARRY OUT A CREDIT CHECK AND ANY OTHER REFERENCES AS REQUIRED AND SHARE THIS INFORMATION WITH ANY INTERESTED PARTIES.

HAVE YOU ENCLOSED THE FOLLOWING:

1. PAYMENT OF ADMINISTRATION FEE (£234.00 INCLUSIVE OF VAT)\*
2. PAYMENT OF ADDITIONAL PERSON ADMINISTRATION FEE (£60.00 INCLUSIVE OF VAT)\*
3. IDENTIFICATION:  
VALID PASSPORT ALONG WITH ANY RELEVANT VISAS and CURRENT UTILITY LETTER

\*Signed : .....  
AGENT

Dated : .....

I HEREBY CONFIRM THAT I HAVE SEEN AND VERIFIED THE APPLICANT(S) IDENTIFICATION.

**PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT YOU FEEL MAY BE RELEVANT TO YOUR APPLICATION:**