

3A.

This section should be completed by the **TENANT**

If less than 1 year at current address, previous address (including post code):

Time at address

_____ Years

_____ Months

[Text input box for previous address]

Reason for moving from previous address:

[Text input box for reason for moving]

Name of previous landlord:

Address and telephone number:

[Text input box for landlord details]

Other address' within the past 3 years

Time at address

_____ Years

_____ Months

[Text input box for other address]

Please Complete all sections marked*

[Form for bank details: Name of Bank, Bank Address, Sort Code, Acc. No.]

4. TENANTS EMPLOYMENT STATUS

This section should be completed by the **TENANT**

Employed

Self Employed

Please provide Accountant's details, or 3 years worth of SA302s or CIS Vouchers

On Contract

Retired

Unemployed

Student

Independent Means

Proof required if this box is ticked

Details of current Employer / Pension Administrator / Accountant (delete as appropriate)

[Form for employer details: Company Name, Contact Name, Address, Telephone, Fax, Email, Salary, Payroll, Position Held, Start Date, Permanent?, Change before?]

4A. TENANTS PREVIOUS EMPLOYMENT / OCCUPATION

This section should be completed by the **TENANT**

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if necessary).

Employment status: Permanently Employed Self-employed Unemployed Student Other Please State.....

Company Name: [Text input box]

Address: [Text input box]

[Text input box] Postcode: [Grid]

Telephone: [Text input box] Fax: [Text input box]

Email: [Text input box]

Start Date: [Grid] End Date: [Grid]

Next of Kin (this should not be your spouse): [Text input box]

Address: [Text input box]

[Text input box] Postcode: [Grid]

Telephone: [Text input box] Relationship: [Text input box]

National Insurance Number: [Text input box]

5.

Important Notice to all prospective tenants

As a prospective tenant of a property managed by Malcolm Gold Lettings Limited, you should be aware that on taking up a tenancy you will be required to pay the following:-

- 1. A minimum bond of equivalent to one month's rental of the property
2. One month's rent in advance, or four weeks shortfall on any Housing Benefit claim.
3. A non-returnable Administration fee of £135.00 inc. VAT at the current rate payable to Malcolm Gold Lettings Limited.

5A. DECLARATION

This section should be completed by the **TENANT**

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts.

Signed [Text input box]

Name [Text input box] Date [Grid]

The details you provide will be held by the letting agent.