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# Application Form

Property To Let Address:  Post Code:

Rent :  Total Number of Tenants:

Proof of ID: Type:  Proof of Current Address:

Applicants Full Name: Mr / Mrs /Miss /Mrs / Dr/ Other

Date of Birth:  Do You Smoke: Yes/No Do You Have Any Pets: Yes/No

**You can not smoke or have pets in any of our rental properties unless express permission has been granted in writing.**

## Residential Status:

Private Tenant:  Council Tenant:  Living with Friends & Family:  Property owner:

Current Full Address:  Post Code:

How long have you lived at your current Address? Years:  Months:

If you have not lived at your current address for more than 3 years please add all additional addresses in the additional information box at the end of this form.

Telephone Contact Numbers: H:  W:  M:

Email:

## Bank Details

Name of Bank  Sort Code:  Account Number

## Credit History:

Do you have any adverse credit history whether settled or not? Yes:  No:

Please note that failure to disclose information relating to any adverse credit history may result in you application being rejected.(Examples of adverse credit history are County Court Judgments, Bankruptcies, Court decrees and Individual Voluntary Arrangements).

If yes please supply details below:

**Employment Status:**

Employed:  Self Employed:  Retired:  On Contract:   
Student:  Unemployed:

**Employers Details:**

Your Position / Job Title:

Is This Position : Permanent:  Contract:  Contract Term(months):  Hrs Per week:

Payroll Number:  Gross Income:  £

If you are self employed please include your average earnings for the last 3 Years:  £

Company Name:

Contact Name:

Company Address:  Postcode:

Contact Telephone Number:  Fax:

Email Details:

Will your employment details change before the start of the Tenancy or are you aware of any impending change in your financial situation that may affect your ability to make full rental payments during the Tenancy Agreement, If so please provide details below:-

**YOUR FINANCIAL INFORMATION IS CRITICAL; PLEASE ENSURE THAT YOU PROVIDE AS MUCH INFORMATION AS POSSIBLE. FAILURE TO PROVIDE SUFFICIENT INFORMATION WILL DELAY US FROM BEING ABLE TO CONFIRM YOUR FINANCIAL STATUS AND WILL DELAY THE START OF THE TENANCY.**

**Current Landlords Details:**

Private Landlord:  Letting Agent:  Employer:  Property owner:  Council tenant:

Company Name/ Landlord:

Address:  e:

**Contact Details:**

W:  H:  M:

Fax:  Email:

**Additional Information**

**Important Note:**

If You Do Not Complete Your Application Form At The Time You Pay The Application Fee, Your Completed Application Form And All Relevant Documents Must Be Returned To Oakley Box Within 24 Hours After Paying Your Application Fee. If You Do Not The Property will Be Placed Back On The Market And You Will Not Be Refunded Your Application Fee.

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

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 held by Oakley Box and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Oakley Box search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I confirm and agree that other information and checks that Oakley Box and/or other companies. Within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

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 and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that Oakley Box utilise the services of Credit Reference Agencies, and I consent to Oakley Box checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

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 Oakley Box and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, Oakley Box will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

I hereby authorise my employer / accountant / pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to Oakley Box for the purposes described above.

Signed:

Print name in full:

Date:

The details you provide will be held by Oakley Box and may be used to keep you up to date on our products and services. If you prefer not to receive this information, please tick this box

To avoid delays to your tenancy, please make sure that you have fully completed this form before submitting it . Incomplete forms will be returned and will not be processed.

Don't forget to let your referees know that Oakley Box will be contacting them to provide a reference.

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