

# Alex Jones. Tenancy Application Form

Please complete this **Application Form** and return to our office at **92 Penny Meadow, Ashton-under-Lyne, OL6 6EP** together with the documents requested in the **Additional Documents Checklist** on page 5 of this form. Alternatively please scan and email the form and documents to **lettings@alex-jones.co.uk**  
If you have any questions relating to this application please call us on **0161 292 9223**.

## Property Details

Full property address (including postcode):

Rent per month:

£

Proposed move  
in date:

DD/MM/YY

## Applicant 1 Personal Details

Mr/Mrs/Miss/Other  
Full Name:

Nationality:

Marital Status:

Date of birth:

DD/MM/YY

Home Tel:

Mobile:

NI Number:

Email Address:

Do you smoke?

Yes

No

Do you have any pets?

Yes

No

If yes, please specify pets:

## Applicant 2 Personal Details

Mr/Mrs/Miss/Other  
Full Name:

Nationality:

Marital Status:

Date of birth:

DD/MM/YY

Home Tel:

Mobile:

NI Number:

Email Address:

Do you smoke?

Yes

No

Do you have any pets?

Yes

No

If yes, please specify pets:

☎ 0161 292 9223

✉ sales@alex-jones.co.uk

✉ lettings@alex-jones.co.uk

🌐 www.alex-jones.co.uk

📍 92 Penny Meadow, Ashton-under-Lyne OL6 6EP

Current Address (including postcode):

How long have you been at this address?

Previous address(es) - (please provide three years address history):

Are you:  Homeowner  Council Tenant

Private Tenant  Living with family

Other (please specify)

If private tenant, please provide details of landlord/letting agent:

Name:

Address:

Telephone:

Email Address:

Current Rent: £

Current Address (including postcode):

How long have you been at this address?

Previous address(es) - (please provide three years address history):

Are you:  Homeowner  Council Tenant

Private Tenant  Living with family

Other (please specify)

If private tenant, please provide details of landlord/letting agent:

Name:

Address:

Telephone:

Email Address:

Current Rent: £

## Other Occupants

Please provide details for ALL other persons who will occupy the property.

Full Name:

Relationship to Applicant(s):

Date of Birth:

DD/MM/YY

DD/MM/YY

DD/MM/YY

DD/MM/YY

## Applicant Credit Information

PLEASE NOTE: It is imperative that you declare any adverse credit, whether it is satisfied or unsatisfied. Failure to do so could have a detrimental affect on your application.

Do you have any undischarged bankruptcy?  Yes  No If yes, please give details below.

Have you ever applied for an I.V.A?  Yes  No If yes, please give details below.

Have you got, or had, any CCJs?  Yes  No If yes, please give details below.

## Applicant 1 Employment Details

Employer/Company Name:

Address (including postcode):

Position in company:

Full Time  Part Time  Temporary Contract

Average Net Salary (per month)

£

## Applicant 2 Employment Details

Employer/Company Name:

Address (including postcode):

Position in company:

Full Time  Part Time  Temporary Contract

Average Net Salary (per month)

£

Employment  
Start Date:

DD/MM/YY

Are you still on a  
probationary period?  Yes  No

If yes, when  
does it end?

DD/MM/YY

Referee name and position:

Referee  
Telephone:

Referee Email Address:

Employment  
Start Date:

DD/MM/YY

Are you still on a  
probationary period?  Yes  No

If yes, when  
does it end?

DD/MM/YY

Referee name and position:

Referee  
Telephone:

Referee Email Address:

## Self Employment

Company Name:

Net Salary  
(per month)

£

Can you provide proof  
of income/funds?  Yes  No

Address (including postcode):

Company  
Start Date:

DD/MM/YY

## Your Accountant's Details

Name:

Address (including postcode):

Telephone:

Email Address:

We will contact your accountant to  
confirm the above information.

## Retired

Pension  
Amount

£

Can you provide  
proof of pension?

Yes

No

Pension Provider

Pension Number

## Other Sources of Income

Please state other sources of income below. Additional income proof will be required.

Housing Benefit	<input type="text" value="£"/>	Employment and Support Allowance (ESA)	<input type="text" value="£"/>
Child Benefit	<input type="text" value="£"/>	Personal Independence Payment (PIP)	<input type="text" value="£"/>
Child Maintenance	<input type="text" value="£"/>	Disability Living Allowance (DLA)	<input type="text" value="£"/>
Tax Credits	<input type="text" value="£"/>	Carer's Allowance	<input type="text" value="£"/>
Universal Credit	<input type="text" value="£"/>	Income Support	<input type="text" value="£"/>

## Guarantor

PLEASE NOTE - If none of the occupants at the property are in full time work or you will be paying for all or part of your rent via benefit allowance, then we will require you to have a guarantor. A guarantor can be someone who is either a homeowner or in full time work.

We will require your guarantor to complete a Guarantor Application form. Please contact our office on 0161 292 9223 or [lettings@alex-jones.co.uk](mailto:lettings@alex-jones.co.uk) to request a form.

## Your Bank Details

Name of Bank	<input type="text"/>	Account Holder	<input type="text"/>
Bank Address (including postcode):	<input type="text"/>	Account Number	<input type="text"/>
		Sort Code	<input type="text"/>

## Additional Documents Checklist

In order to process your application, we require you to provide us with as many of the following documents as possible:

- Form of photo I.D (passport/driving license)
- Employer's reference (if applicable)
- Last 3 months' pay slips (if applicable)
- Previous landlord reference (if applicable)
- Last 2 months' bank statements
- Proof of current address (utility bill, council tax bill etc.)
- Proof of benefit allowance/other income (if applicable)

## Proceeding with your Application

1. After viewing the property, complete and sign the tenancy application form and return it to our office at 16 George Street, Ashton-under-Lyne, OL6 6AQ, or email to [lettings@alex-jones.co.uk](mailto:lettings@alex-jones.co.uk), together with the above required documents.
2. Once received and checked we will contact you to take payment of a holding deposit equal to one weeks rent in order to reserve the property whilst reference checks are undertaken.
3. Your application acceptance is then subject to a credit search and reference and income verifications which will then be carried out. Once satisfactory checks have been completed we will confirm this to you in writing and confirm the tenancy start date in writing. The tenancy agreement must then be signed by all parties within 15 days of the holding deposit being paid or by an alternative deadline for agreement date if this has been altered in writing. Upon signing the agreement the first month's rent and remainder of the security deposit must then be paid.
4. Alex Jones Sales and Lettings reserve the right to reject any tenancy application and withhold the holding deposit where misleading, false or undeclared adverse information has been given by any applicant during the application process OR any applicant fails a Right to Rent Check.
5. If you choose to withdraw your application at any point or you fail to sign a tenancy agreement by the deadline for agreement date then your holding deposit shall also be forfeit.

## General Data Protection Regulations

All personal information is stored using strict security procedures for as long as is necessary for the purposes for which it is collected and processed. We may use your personal data for the following purposes: providing services to you, communicating with you and performance of a contract. We may also share your personal information with third parties who have a legitimate reason to receive it, such as: current or prospective landlords, our business partners, suppliers and subcontractors and utility and service providers. We may also share your personal information in order to obtain professional advice, or to comply with a legal obligation or a request from law enforcement or another regulatory authority. You can withdraw your consent to us using your information at any time by emailing [sales@alex-jones.co.uk](mailto:sales@alex-jones.co.uk). Our privacy policy can be found on our website.

## Communication Preferences

Would you like to receive updates about news, services and offers from Alex Jones Sales and Lettings? If you would like to stop receiving updates from us, you can let us know at any time. Please tick below:

Yes  No

Please tick below to let us know how you are happy to be contacted by us:

Email	<input type="checkbox"/> Yes	<input type="checkbox"/> No	SMS	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Phone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Post	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Declaration

I hereby consent to the information provided by me being verified by contacting any third parties detailed in this form and agree that Alex Jones Sales and Lettings may also use any third party referencing agency to collect and keep record of any information they require in relation to my application. I understand that if any information in this application is found to be false or misleading it is grounds for a tenancy to be refused or termination of any subsequent tenancy and I will forfeit my holding deposit. I also understand, acknowledge and agree that if I fail to enter into an assured short-hold tenancy agreement by the deadline for agreement date then my holding deposit shall be forfeit. I have read and agree to be bound by the above terms.

## Signatures

Signed by Applicant(s):

Printed Name:

Date:

## Office Use Only

- |                              |                                    |                                  |
|------------------------------|------------------------------------|----------------------------------|
| Proof of I.D?                | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Proof of Address?            | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Landlord Reference?          | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Employment Reference?        | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Wage Slips?                  | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Proof of Benefit Allowance?  | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Two Month's Bank Statements? | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Right to Rent Checks?        | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Credit Check?                | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Guarantor Application?       | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Holding Fee?                 | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| Deposit?                     | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |
| First Month's Rent?          | <input type="checkbox"/> Completed | <input type="checkbox"/> Pending |

Proposed move  
in date:

DD/MM/YY

Additional Notes