

# Application For Tenancy

0116 260 0066

www.comfort-properties.com

## COMFORT PROPERTIES

Sales • Lettings • Management

APPLICANT INFORMATION						
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="checkbox"/>
Last Name(s)	First Name		Date (DD/MM/YY)			
Phone No.	E-mail Address					
Are you a citizen of the United Kingdom?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to reside permanently in the United Kingdom?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			
Do you have any County Court Judgments, Court Decrees, Bankruptcy, Administration orders, involuntary, or any other adverse credit history whether settled or not?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>WARNING: Failure to disclose any of the above information may result in your application being declined.</b>						
If yes, please explain....						
CURRENT ADDRESS						
Street Name	Building and/or Flat No.		Postal Code			
Period at Address	From (DD/MM/YY)	To (DD/MM/YY)				
If you have lived at your current address for less than 3 years, please provide previous addresses below.						
(1) Street Name	Building and/or Flat No.		Postal Code			
Period at Address	From (DD/MM/YY)	To (DD/MM/YY)				
(2) Street Name	Building and/or Flat No.		Postal Code			
Period at Address	From (DD/MM/YY)	To (DD/MM/YY)				
CURRENT / MOST RECENT LETTING AGENT / LANDLORD / MANAGING AGENT						
Name	Phone No. (Day)					
Address	Phone No. (Evening)					
If you have lived at more than one rented property within the last 3 years, please provide details of the landlord/agent in the "Additional Information" section on page 3						
EMPLOYMENT INFORMATION						
Employment Status	Employed <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Contract <input type="checkbox"/>	Self Employed <input type="checkbox"/>	Other <input type="checkbox"/>	
Company Name	Address					
(Post Code):			Start Date (DD/MM/YY)			
Contact's Name	Contact's Position					
Phone No.	E-mail					

Once completed, please return to Comfort Properties Ltd, 1114 Melton Road, Syston, Leicester LE7 2HA  
Or email a scanned copy to [info@comfort-properties.com](mailto:info@comfort-properties.com)

## ADDITIONAL FINANCIAL INFORMATION

Income Type	Second Employer <input type="checkbox"/>	Pension <input type="checkbox"/>	Benefits <input type="checkbox"/>	Other <input type="checkbox"/>
Gross Salary/Pension/Drawings per annum (£)				
Details....				

### (TO BE FILLED BY AGENT)

Property		Post Code	
Landlords Name			
Landlord's Contact No.			
Contact Start Date (DD/MM/YY)			

### DISCLAIMER AND SIGNATURE

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 agree that Comfort Properties may 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 Comfort Properties 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 Comfort Properties will utilise the services of Credit Reference Agencies, and I consent to Comfort Properties 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 Comfort Properties 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, Comfort Properties 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.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by Comfort Properties and those of carefully selected third parties, if you do not wish your details to be used for this purpose please write to us at 1114 Melton Road, Syston, Leicester, England LE7 2HA, or call us on 0116 260 0066.

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

Signature		Print Name (Full)		Date	
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**To avoid delays to the tenancy, please make sure that you have fully completed this form before submitting it to us. Don't forget to let your referees know that Comfort Properties will be contacting them.**

**IMPORTANT: IT MAY BE A CONDITION OF YOUR ASSURED SHORTHOLD TENANCY THAT YOU HAVE ADEQUATE INSURANCE WHICH COVERS YOUR LANDLORD'S CONTENTS, AS WELL AS YOUR OWN. EVEN IF THIS ISN'T THE CASE, WE'D STRONGLY RECOMMEND YOU CONSIDER PROTECTING YOUR POSSESSIONS AND YOUR DEPOSIT. CALL COMFORT PROPERTIES ON 0116 260 0066 FOR A QUOTE TODAY.**

Once completed, please return to Comfort Properties Ltd, 1114 Melton Road, Syston, Leicester LE7 2HA  
Or email a scanned copy to [info@comfort-properties.com](mailto:info@comfort-properties.com)

**ADDITIONAL LANDLORD/LETTING AGENT INFORMATION**

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