

Office use only:

Introductory e-mail

Vouch application

Application for a Tenancy

Please return this form to:

Knights Property Management
75 Pasture Road
Goole
DN14 6BP

Or email it to: info@kpmgoole.co.uk

Property Details:

Address of rental property including post code

Description (type) of Rental Property

Do you want to pay weekly, 4 weekly or monthly

Proposed move in date

Number of tenants

Adults	Children
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Monthly Rent

Deposit Amount

Zero Bond Scheme

Yes / No

Do you rely on state benefits?

If Yes please detail below

Additional Information:

Identity Documents:

Passport or Driving Licence AND
Birth Certificate or
Settled /Pre-Settled Status documents

PLEASE PROVIDE ORIGINAL DOCUMENT OR
SHARE CODE IF EU/EEA/SWISS

Applicant Details:

Title	First Name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth	Country of Birth	Time in the UK
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Address (and dates of occupation)

Previous addresses (if under 3 years)

Single or Married?	<input type="text"/>	Smoker?	<input type="text"/>
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Do you have pets (if so describe)	<input type="text"/>
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Do you have Debts Problems (CCJ's etc)	<input type="text"/>	If yes please provide full details
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Are you disabled?	<input type="text"/>	If yes please provide full details
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Mobile Telephone Number	<input type="text"/>
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E-Mail address	<input type="text"/>
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Additional residents (not referenced) e.g. Children:

Full names

Relationship to applicant

Age

Present Landlord or Agent:

Landlord or Agency name and address including post code

Contact numbers and email address

Employment:

Name and address of Employer, including post code

Annual Gross Salary

Date started

Job title

Name of Manager

Telephone number

E-mail address

Self Employed (please provide last 2 years SA 302's)

Name and address of Accountant including postcode

Telephone number

email address

Additional information:

USING YOUR PERSONAL INFORMATION

Personal information which you have supplied to us may be used in a number of ways, for example:

- To make a decision about granting a tenancy
- To confirm identity and obtaining references
- For tenancy/licence agreement preparation
- Debt collection
- Providing references and the conduct of any tenancy in the future
- Providing information to utility companies or a local authority about any tenancy

Landlord & Agent

The landlord may share your information to an agent for the purpose of dealing with this application and any tenancy on behalf of the landlord. If the information has been given to an agent, the agent may share your information with the landlord. This includes any reports obtained.

References and application for a tenancy

For the purpose of deciding whether to offer a tenancy or licence, your information may be provided to any of the following:

- Third party referencing companies and credit reference bureaus
- Current and previous landlords or agents
- Current and previous employers/accountants
- Individuals for a character reference
- Banks or building societies

We may pass your information to an agent to carry out any checks on our behalf but we will not disclose any information to any other individual or company except to prevent fraud or if required to do so by law.

Checks conducted may include:

- Obtaining information about county court judgements, bankruptcy etc.
- Identity confirmation
- Other public information such as electoral roll
- Conduct of current or previous tenancies with other landlords or agents
- Employment confirmation
- Confirming and assessing affordability
- Confirming the contents of this application

If a tenancy is granted

Where a tenancy or licence is offered or granted, the information you have provided will be used for the preparation of an agreement and any prescribed information.

More information about the use of your information during and after a tenancy or licence will be found in the agreement.

If a tenancy is NOT granted

Where a tenancy or licence is not offered or you decide not to take a property from us, the information you have provided will not be kept for longer than necessary and then destroyed.

Access to your personal information

Under the Data Protection Act 1988 and the General Data Protection Regulations 2016, you have the right to know what information we hold about you.

Upon request the landlord/agent will provide you with information about the personal information we hold about you.

Application remains subject to contract

Any offer or granting of a tenancy/licence remains subject to contract throughout the application process until a written tenancy or licence agreement has been signed by all parties.

YOUR DECLARATION

I hereby confirm that I am over 18 years of age and that the information I have provided is to the best of my knowledge true and accurate at the time of completion.

If I give information that is incorrect or incomplete it may mean that a tenancy or licence is not offered and I may lose any money paid to date (for example a holding deposit) or, if a tenancy were granted, possession could be sought on the grounds of false information.

I hereby agree that the landlord named at the beginning of this application form may get information about me from certain other organisations and individuals, or give information about me to them to; make sure the information is accurate; prevent or detect fraud; and confirm affordability. These other organisations include credit referencing agencies or bureaus, landlords, employers or other companies/individuals as provided by me. Any report obtained may be shared with the landlord or agent.

Name:

Signed:

Date:

