

**GREAT TORRINGTON
TOWN & LANDS CHARITY
202801**

**Individual Tenancy
Application Form**

A separate application is required for each adult resident – to avoid delays give full details - this form **MUST** be completed prior to carrying out credit searches.

PROSPECTIVE TENANT DETAILS

Title: Mr Mrs Ms Dr Revd:

Last Name:

First Name:

Middle Name/s:

Any Previous Name/s in Full:

Present Address:

Post Code:

Time spent at this address:

Years:

Months:

Tel: Home:

Work:

Mobile:

Email address:

How long have you lived in Torrington?

**How much rent/mortgage do you pay per week/4 weekly/monthly?
£**

Have you ever missed or made late payments of your rent? YES/NO

How much notice do you need to give your current landlord?

Are you registered on the District Council's Housing waiting list? YES/NO

**House owner [] Council Tenant [] Private Tenant [] Lodger []
Living with relatives or friends [] (tick a box)**

Answer clearly – write Yes or No ?

Smoker?

Pets?

County Court Judgements?

Court Decree?

Bankruptcy?

Evictions?

Criminal Convictions?

Administration Orders?

If yes to any of these, please give full details on a separate sheet.

I apply for a Tenancy at: (address of property)

The rental amount is £ _____ **per:** _____

Payable by Online transaction / Standing Order

I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for *all* services to the property.

I will pay one month's rent in advance.

The Trustees reserve the right to undertake the following checks:

Right to Rent documents

Proof of ability to pay the rent

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies.

I believe the information provided here to be true and authorise by signing below the landlord to:

- carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.
- use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until *all* applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Applicant (s): _____

Date: _____

Print full name(s) in block capitals: _____

**COMPLETED APPLICATION FORM TO BE RETURNED TO:
GREAT TORRINGTON TOWN & LANDS CHARITY 202801**

25 SOUTH STREET, TORRINGTON, DEVON, EX38 8AA or via email to admin@townlands.org.uk

Data Protection/GDPR

We have always been firmly committed to protecting your privacy and our Data Protection & Privacy Policy complies with the General Data Protection Regulation.

The Data Protection & Privacy Policy can be viewed on our web site: www.torringtontownlands.org or if you do not have access to the internet, then please ask for a copy to be emailed/posted to you.

Any personal data supplied and any other information will be held securely by us. No details will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

**REFERENCES: (one of which must be your current Landlord)
Referees should NOT be family members.**

1st Referee

Full Name:

Address:

Post Code:

Telephone:

Email:

**REFERENCES: (one of which must be your current Landlord)
Referees should NOT be family members.**

2nd Referee

Full Name:

Address:

Post Code:

Telephone:

Email:

OWNERSHIP OF PROPERTY

**Do you, or any person included in your application, own any housing (including the house you live in)?
YES/NO**

**Have you or any person included in your application, in the last 5 years, sold or otherwise disposed of
any property? YES/NO**

If you have answered YES to either question, please give details below:-

PREVIOUS ADDRESSES – full addresses for last three years including postcodes, dates, and reasons for moving

continue on a separate sheet, if necessary...

PROPOSED ADDITIONAL RESIDENTS – names, full addresses and occupations:

continue on a separate sheet, if necessary...

PRESENT OCCUPATION:

Employer:

Address:

Post Code:

Employer Email:

Employer Telephone:

Is your employment permanent?

Do you plan to change employment soon?

PREVIOUS OCCUPATION: (if less than 1 year):

Employer:

Address:

Post Code:

Employer Email:

Employer Telephone: