

# Application Form

Accommodation Application Form For:-

Wade Properties 07801 534809

181 Wellesley Road, Clacton on Sea, Essex CO15 3QF.

Instructions for Completing your Tenancy Application.

Please read all notes as they will assist you in completing this form and will help prevent your application being rejected due to incomplete or incorrect information being given.

Be honest and complete with your answers. Information subsequently found to be false could be grounds for the termination of any tenancy granted.

**\*Required**

**1. Email address \***

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## ABOUT YOU

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**2. Title \***

*Mark only one oval.*

- Mr
- Mrs
- Miss
- Ms

**3. Your / Applicants Name \***

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**4. Date of birth \***

*Example: 15 December 2012*

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**5. National Insurance No. \***

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**6. Housing Benefit No.**

Your TDC H/B number

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**7. Marital Status \***

*Mark only one oval.*

- Single
- Married
- Living With Partner
- Divorced
- Widdowed

**8. Forms of ID \***

*Tick all that apply.*

- Passport
- Driving Licence
- Other: \_\_\_\_\_

**9. Children \***

Please list all children and ages you will be bringing to this address.

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**10. Pets \***

Please list all pets and ages you will be bringing to this address.

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## CONTACTING YOU

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**11. Contact Address you want this application to respond to. \***

With postcode

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**12. Phone Number \***

The best number to contact you on

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**13. Other Number**

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**14. Email Address**

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## TENANCY HISTORY

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**15. Have you ever been refused council, housing association or private housing \***

Mark only one oval.

- No
- Yes

**16. Current Address \***

Name, address, phone number, email address

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**17. This Landlords / Agents Details \***

Name, address, phone number, email address

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**18. Date You Moved In \***

Example: 15 December 2012

**19. Date You Moved out**

Example: 15 December 2012

**20. Reason for leaving**

Brief details only

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**21. Previous Address \***

If none or not applicable state None

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**22. Date You Moved In**

Example: 15 December 2012

**23. Date You Moved out**

Example: 15 December 2012

**24. Reason for leaving**

Brief details only

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**25. Next Previous Address \***

If none or not applicable state None

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**26. Date You Moved In**

*Example: 15 December 2012*

**27. Date You Moved out**

*Example: 15 December 2012*

**28. Reason for leaving**

Brief details only

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## EMPLOYMENT DETAILS

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**29. Your Current Employment Status \***

*Mark only one oval.*

- Working Full Time
- Working Part Time
- Retired
- Unemployrd
- Student
- Other

**30. If Employed State Your Employers Name, Address. Phone Number & Salery**

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**31. If Student Or Retired Please State Your Income Source And Amount**

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**32. If Unemployed State All Benefits You Receive Period & Amount**  
UC, HB, JSA, ESA, DLA etc.

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## YOUR FINANCES

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**33. Bank Account Details**

Bank Name, address, sort code, account number

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**34. Debt History \***

Please select all that apply

*Tick all that apply.*

- No adverse credit history
- Minor debt problems in the past
- I have 1 or more CCJ's
- Been made bankrupt or pending

## LIFESTYLE QUESTIONS

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**35. Do You Have Any Criminal Convictions Or Charges Pending \***

*Mark only one oval.*

- No
- Yes
- Spent
- Cautioned

**36. If Yes List All Below**

List in date order

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**37. Do You Have Any Substance Or Alcohol Abuse Problems \***

*Mark only one oval.*

- No
- Yes
- Yes but in treatment / recovering
- Prefer not to say

**38. If Yes List Below**

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## CHARACTER REFERENCES

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So we can get a less formal idea about you. Not direct family member

**39. Character Reference 1 \***

Name, address, phone number, email address, relationship to you

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**40. Character Reference 2 \***

Name, address, phone number, email address, relationship to you

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## DECLORATIONS

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**41. I am applying for a tenancy on the basis that the property or accommodation will be my main or only home. \***

*Tick all that apply.*

- True

**42. I give permission for enquiries to be made based on the information I have provided to establish my status. \***

*Tick all that apply.*

- I give my permission

43. I also certify that I do not: have any County Court Judgements against me or owe money to any Housing Benefit Department or any Local Authority. \*

*Tick all that apply.*

True

44. I hereby expressly consent to my personal details including any forwarding address at the termination of any tenancy being passed to the utility company/s and/or to the local authority. I understand that other than for reasons outlined above, all information will be treated as confidential. \*

*Tick all that apply.*

I agree

45. I will if requested apply for and provide the results to Wade Properties or their agent the following at my expense at anytime during this application or during any tenancy granted:- Form A95: Application for access to information held about you on Essex Police Local Systems Section 7(1)(a) & (b)(i) & (c)(i) of the Data Protection Act 1998 (Subject Access) \*

*Tick all that apply.*

I will

## AND FINALLY

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46. Other information you wish to submit to assist with your application

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Send me a copy of my responses.

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