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 www.pennington-online.co.uk

## APPLICATION FOR RENTED ACCOMMODATION

It is essential that all information requested is supplied and the form is FULLY completed and legible, as missing information will delay your application

PROPERTY: \_\_\_\_\_

REQUIRED MOVING IN DATE: \_\_\_\_\_

RENTAL £ \_\_\_\_\_ PCM \_\_\_\_\_ VIEWING DATE: \_\_\_\_\_

FULL NAME OF APPLICANT - INCLUDING MIDDLE NAME(S) (Over 18 years of age)

\_\_\_\_\_

RELATIONSHIP TO OTHER APPLICANT(S) \_\_\_\_\_

MALE/FEMALE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

DO YOU SMOKE? \_\_\_\_\_ CHILDREN: \_\_\_\_\_ AGE (S): \_\_\_\_\_

ANY PETS? \_\_\_\_\_ IF YES, WHAT TYPE? \_\_\_\_\_  
 (PLEASE ALSO SEE NOTES OVERLEAF REGARDING PETS)

FULL POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE: \_\_\_\_\_

TEL NO: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

MOBILE NO: \_\_\_\_\_ E-MAIL \_\_\_\_\_

PERIOD AT ADDRESS \_\_\_\_\_ \*\*PROPERTY HELD AS OWNER /COUNCIL TENANT/WITH PARENTS/PRIVATE TENANT/ FURNISHED/UNFURNISHED

CURRENT RENT/MORGAGE: £ \_\_\_\_\_ REASON FOR MOVING: \_\_\_\_\_

MANAGING AGENT/LANDLORD (if applicable) NAME: \_\_\_\_\_

FULL POSTAL ADDRESS (incl. postcode): \_\_\_\_\_

TEL. NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

IF PROPERTY HELD FOR LESS THAN 3 YEARS, PLEASE PROVIDE PREVIOUS ADDRESS, INCLUDING POST CODES AND DATES OF OCCUPATION FOR THAT PERIOD (PLEASE USE ADDITIONAL SHEET IF NECESSARY)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*IF CURRENT PROPERTY BEING SOLD PLEASE STATE SITUATION OF SALE (e.g.: Contracts Exchanged/Completion Date Agreed):

NEXT OF KIN/EMERGENCY CONTACT (who will NOT be residing at the property):

ADDRESS: \_\_\_\_\_

TEL NO: \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

GUARANTOR (\*Where applicable) FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL NO: \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

**\*PLEASE ASK FOR ADDITIONAL FORM WHICH NEEDS TO BE COMPLETED BY PROPOSED GUARANTOR**

EMPLOYER DETAILS

COMPANY: \_\_\_\_\_

FULL POSTAL ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_

TEL. NO. (inc. STD Code): \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

EMPLOYEE NUMBER (If Applicable): \_\_\_\_\_

NATIONAL INSURANCE NO: \_\_\_\_\_

COMMENCEMENT DATE \_\_\_\_\_

ANNUAL INCOME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

IF CURRENT EMPLOYMENT LESS THAN 3 YEARS, PLEASE PROVIDE DETAILS OF PREVIOUS EMPLOYERS, ALONG WITH COMMENCEMENT AND DEPARTURE DATES.

IF SELF EMPLOYED - ACCOUNTANT'S NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL. NO: \_\_\_\_\_

**BANK/BUILDING SOCIETY ACCOUNT DETAILS** (Please note this is for credit check purposes only)

ACCOUNT NAME: \_\_\_\_\_

FULL POSTAL ADDRESS \_\_\_\_\_  
\_\_\_\_\_

SORT CODE \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

HOW LONG HAS THE ACCOUNT BEEN OPEN?: \_\_\_\_\_

DO YOU HAVE A CHEQUE GUARANTEE CARD WITH THIS ACCOUNT? YES/NO

NUMBER OF CREDIT CARDS HELD?: \_\_\_\_\_

Are you currently receiving or expect to receive any form of housing benefit: \*YES/NO  
\*Please delete as applicable**Do you have any adverse credit history:** \*YES/NO  
**(If yes, please provide date of record/s and relevant details):**Date: \_\_\_\_\_ Details: \_\_\_\_\_  
\_\_\_\_\_Date: \_\_\_\_\_ Details: \_\_\_\_\_  
\_\_\_\_\_

How did you hear of Penningtons? (please tick box to indicate source)

Personal recommendation

EADT/Evening Star Yellow Pages To Let Boards Repeat business (previous tenant) Mailing List **Special Promotion** 

Internet - Our website, Rightmove, Primelocation, Other website (please specify): \_\_\_\_\_

**APPLICANTS PLEASE READ**

PLEASE NOTE THAT WE REQUIRE ONE ITEM FROM EACH LIST (see below) (THE DOCUMENT MUST BE AN ORIGINAL, PLEASE DO NOT SEND ORIGINALS IN THE POST), WHICH WE CAN PHOTOCOPY FOR OUR FILES. IF NOT PROVIDED BY YOU WE WILL BE UNABLE TO PROCEED FURTHER WITH YOUR APPLICATION.

**IDENTITY DOCUMENTS**

1. Current signed passport.
2. Current UK photo card driving licence.
3. Current full UK driving licence (old version) - but old style provisional driving licence is not acceptable.
4. Residential permit issued by the Home Office to EU Nationals on sight of their own country passport.
5. Benefit book or original notification letter from the Benefits Agency confirming the right to benefits.
6. Self-employed in the construction industry - tax exemption certificate with photograph of holder (forms C155, C156 or SC60).
7. Inland Revenue tax notification

**EVIDENCE OF ADDRESS**

1. A utility bill issued within the last three months (but not mobile Phone bills as these can be sent to different addresses).
2. Local authority tax bill (valid for the current year).
3. Bank, building society or credit union statement containing a current address.
4. The most recent original mortgage statement from a recognised lender.
5. Current UK driving licence (old full licence or new photo card licence) if not used for evidence of name.
6. Confirmation from the electoral roll that a person of that name lives at that address.

**APPLICANTS PLEASE READ AND SIGN THE FOLLOWING:-**

- I CONFIRM THAT YOU MAY APPLY FOR FINANCIAL REFERENCES (and understand that it is not the responsibility of Pennington Surveyors Ltd to chase the referees supplied by me/us in order to obtain the references. I/We agree that upon being informed by Pennington Surveyors Ltd that the references are outstanding, I/we will ensure that such references will be responded to without delay. I/We further confirm that I/we will not hold Pennington Surveyors Ltd responsible in any way if the references are not forthcoming in time to prepare the necessary documentation to allow me/us to move in to my/our chosen property on the preferred date.) I/We understand that copies of references will be sent to the proposed Landlord(s) for approval.
- Please read the declaration and sign and date below. **WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN**  
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 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 Experian 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 if processing this referencing application, notwithstanding such transfer, Endsleigh 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.  
The applicant also expressly consents to Endsleigh / Pennington passing the results of any such search or check to my prospective landlord/s for the purpose of assessing this application.  
We work in partnership with Endsleigh who offer specialist low cost contents insurance for people in rented accommodation and as part of the service they will contact you to discuss your requirements.

If you do not wish to be contacted please tick here

Endsleigh Insurance Services Limited is authorised and regulated by the Financial Services Authority.  
Endsleigh Insurance Services Limited. Company No: 856706 registered in England at Shurdington Road, Cheltenham Spa, Gloucestershire GL51 4UE

**I UNDERSTAND THE FOLLOWING:-**

- £60 (inc. VAT) PER PERSON IN RESPECT OF ADMINISTRATION COSTS.
- £117.50 (inc. VAT) IN RESPECT OF PREPARATION OF TENANCY DOCUMENT.
- APPROXIMATELY ONE MONTH'S RENT IN ADVANCE (PAYABLE AT THE COMMENCEMENT OF THE TENANCY - BY BANKERS DRAFT, BUILDING SOCIETY CHEQUE OR DEBIT CARD)
- SECURITY DEPOSIT EQUIVALENT TO SIX WEEKS RENT (PAYABLE AT THE COMMENCEMENT OF TENANCY - BY BANKERS DRAFT or BUILDING SOCIETY CHEQUE OR DEBIT CARD)
- FEE IN RESPECT OF FINAL CHECK OUT £50.00 PLUS VAT
- I AM AWARE THAT PETS ARE NOT ALLOWED IN RENTED ACCOMMODATION (UNLESS PET CLAUSE AGREED)
- I AM OVER THE AGE OF 18  
I AM AWARE THAT I/WE NEED TO INFORM THE APPROPRIATE COUNCIL TAX OFFICE AND OTHER NECESSARY UTILITY COMPANIES ONCE MY/OUR TENANCY COMMENCES.
- PLEASE NOTE THAT WE REQUIRE ONE ITEM FROM EACH LIST (ON PAGE 3) (THE DOCUMENT MUST BE AN ORIGINAL), WHICH WE CAN PHOTO COPY FOR OUR FILES. IF NOT PROVIDED BY YOU WE WILL BE UNABLE TO PROCEED FURTHER WITH YOUR APPLICATION.
- FURTHER CHARGE OF £30+V.A.T. WILL BE PAYABLE AT MOVE - IN IF A TENANCY AGREEMENT HAS TO BE AMENDED FOR ANY REASON AFTER AN AGREED MOVE IN DATE HAS BEEN CONFIRMED.

It is company policy that contents insurance including accidental damage is required and you will need to produce proof of existing cover or take out a policy meeting these requirements.

**PLEASE NOTE PERSONAL CHEQUE OR CASH (FOR SECURITY REASONS) FOR INITIAL RENT & DILAPIDATIONS DEPOSIT IS NOT ACCEPTABLE**

**APPLICANTS PLEASE NOTE THAT £60 per person (inc. VAT)  
TO COVER OUR ADMINISTRATION CHARGE MUST BE SUBMITTED WITH THIS FORM**

This fee is not refundable if I/we should withdraw from the transaction but will be returned in full if the Landlord/Agent should withdraw for any reason; except if the references are deemed to be unsatisfactory

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_