

# Tenancy Application Form

## Strictly private and confidential

Complete application forms should be returned to:

McDonald Property Rentals  
9 Rossall Road  
Cleveleys  
FY5 1AP

Agent Name: McDonald Property Rentals

Code:

Internal Reference:

## Part 1 - To be completed by the Letting Agent

### Product required

References:	Express	<input type="checkbox"/>	Ultimate	<input type="checkbox"/>
R/G Period:	6 months	<input type="checkbox"/>	12 months	<input type="checkbox"/>
Landlord name:	<input type="text"/>			

### Rental Property address

Rental property address:	<input type="text"/>
Postcode:	<input type="text"/>

### Tenancy Details

Tenancy term:	<input type="text"/>
Monthly Rental:	Rent share for applicant £: <input type="text"/>
No. of tenants being referenced:	<input type="text"/>
Proposed tenancy start date: (Can be altered later if necessary)	<input type="text"/>

Is the Property:

Let Only

Fully Managed

## Part 2 - Your Application (to be completed by the tenant(s))

Please complete all sections fully as appropriate

Please ensure you complete the questions in block capitals. You must be at least 18 years old to complete this form.

### Tenants Personal Details

Rental property address:

Postcode:

Commencement date of tenancy:

#### First Applicant

#### Second Applicant

Title: Mr / Mrs / Miss / Ms / other	Title: Mr / Mrs / Miss / Ms / other
Forename(s):	Forename(s):
Middle Name(s):	Middle Name(s):
Surname:	Surname:
Date of Birth:	Date of Birth:
Marital Status: Married <input type="checkbox"/> Divorced <input type="checkbox"/> Not Married <input type="checkbox"/>	Marital Status: Married <input type="checkbox"/> Divorced <input type="checkbox"/> Not Married <input type="checkbox"/>
National Insurance Number:	National Insurance Number:
Mobile Phone:	Mobile Phone:
Daytime Number:	Daytime Number:
Evening Number:	Evening Number:
Email:	Email:
Fax:	Fax:
If you have ever been known by another name please confirm it here: <input type="text"/>	If you have ever been known by another name please confirm it here: <input type="text"/>
Do you smoke: Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you smoke: Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality:	Nationality:



**Part 2 - Your Application (continued)**

**About your household - please tell us about your household**

First Applicant	Second Applicant
What is your relationship to the second applicant (tick) Friend <input type="checkbox"/> Other <input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> If other, please state: _____	What is your relationship to the first applicant (tick) Friend <input type="checkbox"/> Other <input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> If other, please state: _____

**Details of Children (under 18 years old)**

Name:	
Age:	Date of Birth:
Name:	
Age:	Date of Birth:

**Details of Children (under 18 years old)**

Name:	
Age:	Date of Birth:
Name:	
Age:	Date of Birth:

**Details of any pets to be kept at the property (if none, please state none)**

Type of pet, e.g., dog, cat	
Breed:	Size/Colour of pet:

**Details of any pets to be kept at the property (if none, please state none)**

Type of pet, e.g., dog, cat	
Breed:	Size/Colour of pet:

**Tenant Credit Information (if applicable)**

**Please note:** Failure to disclose adverse credit could affect your application.

Do you have any current/historic or pending adverse credit? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give details:	Do you have any current/historic or pending adverse credit? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give details:
Do you have any CCJ's/Court Decrees/ever been declared bankrupt or have any IVA's etc? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give details:	Do you have any CCJ's/Court Decrees/ever been declared bankrupt or have any IVA's etc? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give details:
Do you have any criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give details:	Do you have any criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, give details:

**Part 2 - Your Application (continued)**

**Employment details**

First Applicant	Second Applicant
<p>Current Employment Status:</p> <p>Employed <input type="checkbox"/> Contract Worker <input type="checkbox"/></p> <p>Unemployed <input type="checkbox"/> Temp Worker <input type="checkbox"/></p> <p>Self employed <input type="checkbox"/> Student <input type="checkbox"/></p> <p>Retired <input type="checkbox"/> Independent Means <input type="checkbox"/></p> <p><b>NOTE:</b> If Self-Employed, a Director of your own company, Retired or Independent Means go to Account Pension Provider section.</p>	<p>Current Employment Status:</p> <p>Employed <input type="checkbox"/> Contract Worker <input type="checkbox"/></p> <p>Unemployed <input type="checkbox"/> Temp Worker <input type="checkbox"/></p> <p>Self employed <input type="checkbox"/> Student <input type="checkbox"/></p> <p>Retired <input type="checkbox"/> Independent Means <input type="checkbox"/></p> <p><b>NOTE:</b> If Self-Employed, a Director of your own company, Retired or Independent Means go to Account Pension Provider section.</p>
Name of company:	Name of company:
Position:	Position:
Length of service:	Length of service:
Gross salary: <input type="text"/> Overtime: <input type="text"/> (Not including bonus or commission)	Gross salary: <input type="text"/> Overtime: <input type="text"/> (Not including bonus or commission)
Car allowance: <input type="text"/> Bonus: <input type="text"/>	Car allowance: <input type="text"/> Bonus: <input type="text"/>
Shift Allowance: <input type="text"/>	Shift Allowance: <input type="text"/>
Payroll No: <input type="text"/> Start Date: <input type="text"/>	Payroll No: <input type="text"/> Start Date: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>
Contact name: <input type="text"/> For references purposes please supply.	Contact name: <input type="text"/> For references purposes please supply.
Email: <input type="text"/>	Email: <input type="text"/>
Contact number: <input type="text"/>	Contact number: <input type="text"/>
Fax number: <input type="text"/>	Fax number: <input type="text"/>
Is your current position going to change in the near future: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is your current position going to change in the near future: Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please complete the Future Employment section.	If yes, please complete the Future Employment section.

**Please note:** Failure to provide adequate contact details could delay your application.

## Future Employment Details

First Applicant	Second Applicant
Future Employment Status: Employed <input type="checkbox"/> Contract Worker <input type="checkbox"/> Unemployed <input type="checkbox"/> Temp Worker <input type="checkbox"/> Self Employed <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Independent Means <input type="checkbox"/>	Future Employment Status: Employed <input type="checkbox"/> Contract Worker <input type="checkbox"/> Unemployed <input type="checkbox"/> Temp Worker <input type="checkbox"/> Self Employed <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Independent Means <input type="checkbox"/>
Name of company:	Name of company:
Position: Gross salary not including bonus or commissions:	Position: Gross salary not including bonus or commissions:
Payroll No:	Payroll No:
Start Date:	Start Date:
Address:	Address:
Postcode:	Postcode:
Position which you will hold:	Position which you will hold:
Contact name:	Contact name:
Email:	Email:
Contact number:	Contact number:
Fax number:	Fax number:

## Additional Income - do you have any other source of income? (Proof will be required)

Tax credits: £	Disability Benefit: £	Tax credits: £	Disability Benefit: £
Child Maintenance: £	Housing Benefit: £	Child Maintenance: £	Housing Benefit: £
Carers Allowance: £	Fosterers Allowance: £	Carers Allowance: £	Fosterers Allowance: £
Child Benefit: £	Employment Support Allowance: £	Child Benefit: £	Employment Support Allowance: £
Guardian Allowance: £		Guardian Allowance: £	
Additional Income 1: £	Additional Income 2: £	Additional Income 1: £	Additional Income 2: £
Description:		Description:	

## Part 2 -Your Application (continued)

### Accountant / Pension Provider

First Applicant	Second Applicant
Self-employment/Retirement/Independent Means Start date:	Self-employment/Retirement/Independent Means Start date:
Annual income: £ How many	Annual income: £ How many
Will accountant be verifying income?:      Yes <input type="checkbox"/> No <input type="checkbox"/>	Will accountant be verifying income?:      Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the applicant have a private pension verified by accountant:      Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the applicant have a private pension verified by accountant:      Yes <input type="checkbox"/> No <input type="checkbox"/>
Have finalized accounts been prepared?      Yes <input type="checkbox"/> No <input type="checkbox"/>	Have finalized accounts been prepared?      Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Accountant:	Name of Accountant:
Self Assessment:      Yes <input type="checkbox"/> No <input type="checkbox"/>	Self Assessment:      Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Pension company:	Name of Pension company:
Pension No:	Pension No:
Pension Amount:	Pension Amount:
Address:	Address:
Postcode:	Postcode:
Contact name:	Contact name:
Email:	Email:
Contact number:	Contact number:



## Part 3 - Guarantor

A guarantor is required where the applicant has an adverse credit history, the applicant is under 25 years of age or where housing benefit is claimed. A guarantor may also be required at the Landlords discretion. (Your Guarantor should be a homeowner).

First Option	Second Option
Name :	Name :
Maiden Name:	Maiden Name:
Address:	Address:
Postcode:	Postcode:
Mobile Phone:	Mobile Phone:
Daytime Number:	Daytime Number:

## In the event of an emergency

First Applicant	Second Applicant
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:

## Part 4 - Declaration Strictly private and confidential

- I declare that the information supplied is true to the best of my knowledge. I understand that if I have given any false or misleading information then my application for the tenancy may fail or subsequently the landlord may take steps to re-possess the property and my holding deposit will be retained.
- I have no objection to all information being verified and being passed on to any landlord, their agent or third party
- I understand that information provided may be held by the local authority together with the results of a credit search
- Details of how I conduct myself in relation to the terms and conditions of the tenancy may be disclosed and used by others in assessing applications from me and other members of my household and for debt tracing and fraud prevention
- 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, credit and insurance.
- I am happy for credit reference agency Let Alliance to contact me in respect of this application if required.

For this application to be considered by a Landlord, the information requested on the application checklist below MUST be provided.

Please note more references can only benefit your application.

All properties are let on an Assured Shorthold Tenancy Agreement for a fixed period of six months binding on both the landlord and tenant.

If the landlord of the property accepts your application, it will be subject to the results of a credit reference. A holding deposit equal to 1 weeks rent must be paid in advance of referencing being undertaken. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Unless otherwise stated rent for the first month of your tenancy and a deposit equal to one month's rent is required on signing of the tenancy agreement. This must be paid by credit/debit card, in cash, bankers draft or building society cheque.

In the majority of cases, unfurnished accommodation includes carpets, curtains and a cooker. However exact furnishings can be confirmed by contacting the relevant office of McDonald Property Rentals.

Your information is used to help the Landlord and/or letting agents make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. Credit searches and other information which is provided to us and/or credit reference agencies about you and those with whom you are linked financially and have associated records with, may be used by McDonald Property Rentals and other companies to make credit decisions about you or other members of your household.

McDonald Property Rentals abides by the Data Protection Act 1998. McDonald Property Rentals is the Data Controller for the purposes of this application. McDonald Property Rentals contact details are shown on our letter head.

Please read, sign and date the declaration below. Unsigned applications cannot be dealt with by McDonald Property Rentals.

I / we hereby authorise McDonald Property Rentals to make any enquiries considered necessary to substantiate information supplied on this application.

I / we authorise you or your assessment company to disclose any information about me / us and / or my company to any credit reference agency and / or any other tenancy database who may retain a record of such a search.

I / we agree that McDonald Property Rentals may search the files of a Credit Reference Agency who will keep a record of that search.

I / we understand that no details of the search will be given to me / us by the Landlord and / or Letting agent but I / we may request the name and address of the Credit Reference Agency to whom I / we may then apply for a copy of my credit file.

I / we give my / our permission to take up all necessary references and that these may be shown to a Landlord and/or their agent. I / we confirm that the information supplied in the application is to the best of my knowledge and belief to be true.

Signed (1)	Signed (2)
Date:	Date:

The details you provide will be held by McDonald Property Rentals and may be used to keep you up to date on our products and services and those of other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box.

We will only share your information with third party service providers who act on our behalf for the purpose of the provision of property and utility management services under the Utility Management Scheme ("the Scheme") and utility providers. For these purposes "utilities" includes gas, electricity, water, Council Tax and telecommunications. They may contact you by post, telephone, email or by text message. By signing this application form, you confirm your agreement to your information being shared in this way. In addition, we have certain statutory obligations under which we may on occasion be obliged to share your personal data with certain third parties if it is deemed necessary for the prevention or detection of crime or the assessment and / or collection of tax liabilities, including the local council and / or the TV Licensing Authority.

## Application Checklist

- Photographic ID – passport or driving licence with paper counterpart
- Two most recent monthly bank statements
- Proof of income e.g. Employers reference and payslips, Accountant reference or copies of accounts
- Proof of Benefits
- Proof of payment record e.g. Current and Previous Landlords reference, Recent mortgage statement or a solicitors letter confirming the sale of property and that there is no negative equity
- Character reference from a professional person

- All references should be on letterhead paper, where possible, with addresses and telephone numbers.
- If an applicant has a County Court Judgement then a 'Certificate of Satisfaction' is required to prove that there is no outstanding debt.
- A guarantor is required where the applicant has an adverse credit history; applicant is under 25 years of age, or where housing benefit is claimed. A guarantor may also be required at the Landlord's discretion.

## Part 5 - Your consent

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Limited who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Limited offering you the opportunity to sign up to the services of its preferred utility supplier, British Gas.

By agreeing to the terms outlined, you indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Hallmark Corporate Services Limited and its selected third party utility providers, such as Home Telecom.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

Signed (1)	Signed (2)
Date:	Date:

Please tick this box ONLY where you DO NOT wish to receive a Utility Pack from Hallmark Corporate Services Limited in order to be offered the opportunity to sign up to the services of Hallmark Corporate Services Limited's preferred utility supplier, British Gas.

## Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is McDonald Property Rentals.

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form

## Disclosures of your personal details

We may pass your personal details to our Property Management Partner, Hallmark Corporate Services Limited to enable us to provide you with our services.

In turn, Hallmark may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other utility services that you request.

## Marketing information

We would also like to use your personal details:

- (i) to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and

## Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

Or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

We may also share your information with:

- (i) credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
- (ii) other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights
- (ii) to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Those third parties include our Property Management Partner, Hallmark Corporate Services Limited and Hallmark's preferred energy and other utility suppliers. For the purposes of the scheme "utilities" includes gas, Electricity, Water, Council tax and Telecommunications

Please send any questions, comments, complaints or requests regarding this privacy notice to: [enquiries@mprentals.co.uk](mailto:enquiries@mprentals.co.uk)



---

welcome **home**

[www.mcdonaldpropertyrentals.co.uk](http://www.mcdonaldpropertyrentals.co.uk)



**Blackpool**

McDonald Property Rentals  
74 Whitegate Drive,  
Blackpool, FY3 9DA

**Telephone: 01253 393222**  
**Fax: 01253 394222**  
[enquiries@mprentals.co.uk](mailto:enquiries@mprentals.co.uk)



**Cleveleys**

McDonald Property Rentals  
6 Brighton Avenue,  
Cleveleys, FY5 2AA

**Telephone: 01253 823135**  
**Fax: 01253 820123**  
[enquiries@mprentals.co.uk](mailto:enquiries@mprentals.co.uk)



**Fleetwood**

McDonald Property Rentals  
6 Brighton Avenue,  
Cleveleys, FY5 2AA

**Telephone: 01253 823135**  
**Fax: 01253 820123**  
[enquiries@mprentals.co.uk](mailto:enquiries@mprentals.co.uk)





## Right to Rent Check

<b>Property Address:</b>
--------------------------

Personal Details:	Contact Details:
Title: Mr / Mrs / Miss / Miss	Home tel:
First Name:	Mobile:
Middle Names:	Work tel:
Surname:	Email:
Will the rental property be the prospective occupier's only or main home? <i>For a home to be an only or main home it must be the only property that the person lives in, or the property that is used for personal, legal or family matters.</i>	
	YES / NO

Identification Documents:
<p><b>Please provide either one original document from Group 1 or two original documents from Group 2:</b> N.B. Landlords are required to keep clear and legible copies for the period of the tenancy and for a year after the tenancy has come to an end (S5 of The Immigration (Residential Accommodation)(Prescribed Requirements and Codes of Practice) Order 2014). At the time of writing the government guidance states that if the following documents are provided no follow up checks are required.</p>
<p><b>Group 1</b></p> <ul style="list-style-type: none"> <li>• A current or expired British passport</li> <li>• A current or expired European Economic Area (EEA) or Swiss passport or national identity card</li> <li>• A current or expired registration document certifying or indicating permanent residence to a non-EEA national who is a family member of an EEA or Swiss national</li> <li>• A permanent residence card issued to a non-EEA national who is a family member of an EEA or Swiss national</li> <li>• A valid biometric immigration document which has no time limit to stay in UK</li> <li>• A current or expired passport or other travel document endorsed show that the holder is exempt from immigration control or entitled to reside in the UK with no time limit</li> <li>• A valid immigration status document containing a photograph which has no time limit to stay in the UK</li> <li>• A certificate of registration or naturalisation as a British citizen</li> </ul>
<p><b>Group 2</b></p> <ul style="list-style-type: none"> <li>• A UK, Channel Islands, Isle of Man or Ireland birth or adoption certificate, which includes the name(s) of at least one of the holder's parents or adoptive parents</li> <li>• A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee</li> <li>• A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months</li> <li>• Evidence of the holder's previous or current service in any of HM's UK armed forces.</li> <li>• A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth, and that they have been released from custody of that service in the past 3 months</li> </ul>

- Letter from a UK higher education institution confirming the holder's acceptance on a course of studies

- A current UK driving licence
- A current UK firearm or shotgun certificate
- Disclosure and Barring Service certificate issued within the last 3 months
- Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus within the last 3 months

**Time limited right to remain in the UK:**

**Time Limited Right**

A the time of writing, if one of the following documents are provided showing the holder or named person is allowed to stay in the UK for a time limited period the government guidance states that the landlord can accept such documents but the Landlord must carry out follow up checks after one year, beginning with the date on which the checks were last made, or before the expiry of the person's permission to be in the UK (whichever is longer) or on the expiry of a person's permission to stay in the UK as shown on their biometric residence permit:

- A valid passport or other travel document
- A current biometric immigration document issued by the Home Office
- A current residence card issued to a non-EEA national who is either a family member on an EEA or Swiss national or has a derivative right of residence
- A current immigration status document issued by the Home Office
- Where the person has an ongoing application with the Home Office, or their documents are with the Home Office, or they claim to have a permission of a right to rent, an email from the Landlords Checking Service providing a 'yes' response to a right to rent request.

Follow up check required on.....

**Document(s) provided a reference no(s):**

--

**Signed by Prospective Occupier:**

**Date:**

**Signed by Landlord/Agent:**

**Date:**

**TIME LIMITED RIGHT TO REMAIN IN THE UK**

Follow up check carried out on.....

**Document(s) provided a reference no(s):**

--

**Signed by Prospective Occupier:**

**Date:**

**Signed by Landlord/Agent:**

**Date:**

## **APPLICATION CHECKLIST**

The following list of items are required when submitting your application forms

- **Photo ID – Passport or driving licence.**
- **Two most recent monthly bank statements.**

If you are successful with your application, our referencing company

Let Alliance will request the below information.

- **Proof of income – Employers reference and payslips or Accountant reference or copies of accounts.**
- **Proof of benefits.**
- **Character reference from a professional person.**

All References should be on Letterhead paper, where possible with addresses and telephone numbers.

A guarantor is required where the applicant has an adverse credit history; applicant is under 25 years of age, or where housing benefit is claimed. A guarantor may also be required at the Landlord's discretion.



## Income Needed

Tenant Annual Income Required ..... X 30 = .....

Guarantor Annual Income Required ..... X 36 = .....

## Monies Required On Day Of Move In

- Rent - One Month ( The one week holding deposit can be used against the rent)
- Deposit – Equivalent to One Month’s Rent

For Example – A property that is advertised at £500pcm –

Rent -£500

Deposit - £500

Total Payable £1000

## Fees Payable

- Application fee – No Application Fee
- Holding deposit payable upon the referencing process starting – **One week’s rent**. This is to reserve a property.

Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Other fees will be payable during the tenancy a copy of the agreement can be provided in advance of the application.

Please sign to confirm you have read and acknowledge the fees that are listed above and your acceptance of receiving correspondence via email unless otherwise agreed.

Signature.....Date .....

Signature.....Date .....