

Tenancy  
Application Form



Upon completion please return this form to:

Name of Landlord: Jonnora Limited

Address of Landlord: Continental House, Oakridge, West End, Surrey GU24 9PJ

Please return application form by email to help@jonnora.co.uk

\_\_\_\_\_

\_\_\_\_\_

In the case of joint-applicants, each joint-applicant must complete and submit a separate application form.

Please either photocopy this form for the number required before completing – or ask for the number of forms required.

Applicant's name  
(Mr/Mrs/Miss/Ms) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone (landline) \_\_\_\_\_ Telephone (mobile) \_\_\_\_\_

Telephone (work) \_\_\_\_\_ N.I. Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of other  
joint applicants  
(if any) \_\_\_\_\_

Relationship of  
joint applicants  
to you \_\_\_\_\_

Length of time  
At present address \_\_\_\_\_

How was that property held by you? (tick the box that is relevant)

- As private tenant
- As a lodger
- As tenant of a housing association
- As owner
- Living with parents
- As a council tenant  of which local authority \_\_\_\_\_

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If you are a tenant or lodger please give the name and address of the current landlord below

Current Landlord's contact number \_\_\_\_\_  
and/or \_\_\_\_\_  
Email address \_\_\_\_\_

Previous Address \_\_\_\_\_  
(if less than 3 years at \_\_\_\_\_  
current property) \_\_\_\_\_ Postcode \_\_\_\_\_

Time spent at address \_\_\_\_\_

Previous landlord \_\_\_\_\_ Phone \_\_\_\_\_  
email address \_\_\_\_\_ Number \_\_\_\_\_

If more addresses are needed to reach 3 years of tenant history, please see continuation sheet at the end of this document.

Current Employment status

Employed	_____	Student	_____
Unemployed	_____	Retired	_____
Self-employed	_____	Other Please Specify	_____

If employed  
Occupation \_\_\_\_\_  
Name of Employer \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

If a student, university or college name \_\_\_\_\_  
Address of college/university \_\_\_\_\_  
\_\_\_\_\_

Course attended \_\_\_\_\_ Year of graduation \_\_\_\_\_

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Accountant details (where self-employed)	
Name	_____
Address	_____ _____ _____
Telephone number	_____ Email Address _____

Benefits you are presently in receipt of	Universal Credit	<input type="checkbox"/>
Housing benefit	Income support	<input type="checkbox"/>
Unemployment benefit	Sickness	<input type="checkbox"/>
Retirement Pension	Disability Allowance	<input type="checkbox"/>

Address of the tenancy being \_\_\_\_\_  
being applied for \_\_\_\_\_

The date you would like to begin \_\_\_\_\_  
occupying the property if your  
application is successful

The length of tenancy being applied for \_\_\_\_\_

If anyone else is intended to occupy the property please list their names, ages and relationship to you below  
(including any children).

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Bank / building society name	Not necessary at this time		
Address	_____		
Account name(s)	_____		
Account number	_____	Sort code	_____

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Have you ever been made bankrupt or entered into a voluntary arrangement of any kind with your creditors?

Yes  No

Have you ever had a county court judgement made against you? Yes  No

If you answered yes to either of the above questions, please give details

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Do you have any children who will not be living at the property? Yes  No

Will any animals / pets be living at the property? Yes  No

If yes, provide details

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Next of kin and their contact details

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Character reference name

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Address

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**This cannot be a family member**

Will anyone else besides yourself pay towards the deposit? Yes  No

If yes, provide the names, addresses of each person paying towards the deposit beside yourself and also the amount of the deposit each one is contributing

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If the answer to this question changes it is important that you notify me/us immediately.

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I confirm that I am over 18 years of age and the information given above is true and accurate. I confirm that no one will be living in the property except anyone who is named above.

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

I agree to the Landlord named at the beginning of this application form making whatever enquiries, including a credit check, he/she deems necessary in connection with this application for a tenancy. I authorise my employer, my bank / building society, a local authority (if I was previously a council tenant), current or former landlord, and the personal referee named, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Landlord's enquiries

I consent to receiving my copy of 'How to rent: a checklist for renting in England', the energy performance certificate report (EPC) or any other documentation relating to the proposed tenancy via the given email address on page 1.

I understand that I have to provide original documents proving the right to reside in the United Kingdom for all potential occupiers in the presence of the landlord or the agent. I understand that if I do not provide these documents for all occupiers then I will not be granted a tenancy.

I consent to a credit check being carried out in relation to myself – by CreditCall which will be conducted on the landlord's behalf by RLA Publishing Limited (RLAP) OR by Jonnora Ltd  
(NB: leave blank if the RLA credit checking service is to be used).

**Where the credit check is carried out by RLAP the footprint will show that the credit check was ordered by RLAP – not the landlord.**

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

### **Why we hold and process information**

This notice sets out how we hold and process information we hold about you. We process personal information about our tenants and possible new tenants so we can provide residential accommodation. This includes:

- dealing with lettings;
- dealing with applications for tenancies;
- checking suitability for tenancies (including credit, immigration and similar checks);
- managing property;
- collecting rent;
- maintaining our accounts and records; and
- dealing with tenancy deposits.

Relevant information may include personal details, employment and education details and financial details.

By law, we have to carry out immigration checks on new tenants and residents. We have to keep copies of the documents we inspect as part of these checks. We may keep these copies on computer.

### **Sharing information with others**

We may need to share personal information we process with others. If we have to do this, we will keep to data-protection legislation.

Depending on the circumstances, we may share information with:

- other landlords;
- employers;
- educational institutions, universities and colleges;
- suppliers (including gas, electricity and water companies) and service providers;
- financial organisations (including banks);
- credit- and tenant-reference agencies;
- tenancy deposit schemes;
- debt-collection and tracing agencies;
- public and government bodies (including those who deal with benefits and council tax);
- contractors and repairers;
- letting and managing agents; and
- any future owner of the property.

This does not mean that we necessarily share information with all of the above but we may do so if we need to.

### **Council tax and utilities and services**

To make sure that council tax and utility and service bills (including water charges) are correctly collected, we share information with the relevant local authority and utility or service providers. We also share this information to make sure that bills are sent to the correct person and charges and debts can be collected. By law, in certain geographic areas we have to pass information about who lives in a property to water companies. In all other areas, although this is voluntary, we may pass this information to water companies.

### **Why we use your personal information**

We may use the personal information you give us in a number of ways, for example to decide whether to let the property to you; to prevent fraud, for accounting and auditing purposes, for managing property or for debt collection.

### **Right to gather information**

You have the right to ask for a copy of the information that we hold about you. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is not accurate. To ask for this information, please write to us or email us.