

Previous Address 1

Postcode

Time at this address

Years

Months

Address status (please tick one)

Owner

Rented

Living with parents/friends

Other

Landlord / Letting Agent Details

Name of Letting Agent/Landlord

Address

Postcode

Phone Number

Email Address

Previous Address 2

Postcode

Time at this address

Years

Months

Address status (please tick one)

Owner

Rented

Living with parents/friends

Other

Landlord / Letting Agent Details

Name of Letting Agent/Landlord

Address

Postcode

Phone Number

Email Address

Section 3 - Tenant Credit Information

ADVERSE CREDIT - It is imperative that you declare adverse credit, whether it is satisfied or unsatisfied. Failure could have a detrimental affect on your application.

Do you have any undischarged bankruptcy? Yes No If Yes, please give details below

Have you ever applied for an I.V.A? Yes No If Yes, please give details below

Have you ever previously rented a property? Yes No

Have you ever been in arrears with your rental payments? Yes No How much? £

Have you ever been named on a mortgage? Yes No

Have you ever been in arrears with your mortgage payments? Yes No How much? £

Have you got, or had, any CCJs? Yes No If Yes, please give details below

Section 4 - Employment Details

NOTE - If you are Self Employed, a Director of your own company, Retired or have Independent Means, go to section 5

| | | | | | |
|--|---------------|-------------------|-------------|---------|---------------|
| Previous employment status (please tick one) | Employed (FT) | Employed (PT) | Unemployed | Student | Self-Employed |
| | Agency Worker | Independent Means | Temp Worker | Retired | Zero Hours |

| | | |
|--|-----------------------------------|-----------|
| Name of Company | Position | |
| If Company Director, Company Number | Full Time | Part Time |
| Payroll number | Start date (DD/MM/YY) | |
| Gross salary | | |
| Address | Postcode | |
| Reference contact name and position | | |
| Contact number | Email | |
| Is your current position going to change in the near future? | Yes | No |
| | If yes, please give details below | |

Previous employment details (if less than 6 months)

| | | |
|-------------------------------------|-----------------------|-----------|
| Name of Company | Position | |
| If Company Director, Company Number | Full Time | Part Time |
| Payroll number | Start date (DD/MM/YY) | |
| Gross salary | | |
| Address | Postcode | |
| Reference contact name and position | | |
| Contact number | Email | |

Other sources of income

If you have other sources of income then please state these below. Additional income proof will be required.

| | | |
|--------------------------------|-----------------------|---------------------|
| Overtime £ | Shift allowance £ | London weighting £ |
| Bonus £ | Car allowance £ | Tax credits £ |
| Disability benefit £ | Housing benefit £ | Child maintenance £ |
| Carers allowance £ | Fosterers allowance £ | Child benefit £ |
| Employment support allowance £ | Guardian allowance £ | |
| Additional income 1 £ | Description £ | |
| Additional income 2 £ | Description £ | |

Section 5 - Self Employment, Director, Independent Means, Retired

Self Employed / Director

| | | | |
|---------------------------------------|---|-----------------------|-----------------------|
| Are you a Company Director? | Yes | No | Start date (DD/MM/YY) |
| Annual income | Salary £ | | Dividend £ |
| Have you got proof of income / funds? | Yes | | No |
| Will accountants be verifying income? | Yes (If yes, please complete section above) | | No |
| Have final accounts been prepared? | Yes - by accountant | Yes - Self assessment | No |

Independent Means

Have you got proof of income / funds? Yes No

Will accountants be verifying income? Yes (If yes, please complete section above) No

Retired

Have you got proof of pension? Yes No

Pension provider Pension number

Pension amount £

Section 6 - Other Occupants

Everyone living in the property regardless of age must be listed below.

| Name | D.O.B. | Age | Relationship to Applicant |
|------|--------|-----|---------------------------|
|------|--------|-----|---------------------------|

Will the deposit be paid by anyone other than the tenant? Yes No

Full Name

Address

Postcode

Contact Number

Email

Emergency Contact - This must be a UK resident who is not a cohabiting tenant.

Next of kin name

Relationship to tenant

Address

Postcode

Contact Number

Email

Section 6 - Bank Details

Name of bank

Account number

Address

Account holder

Sort code

Postcode

Section 8 - Insurance Details

It is wise to insure yourself against any loss or damage that may occur to your own contents or indeed those of the landlord. We are happy to arrange this cover for you.

Would you like a quotation? Yes No Sum insured £

Contents Insurer

Telephone

Policy number

Policy holders name

Section 9 - Prior Consent

I agree that if the tenancy proceeds the How to Rent Guide and other important Tenancy documents may be served on me by electronic means.

Please tick if you agree

How to proceed with your application

STEP 1

Complete and sign the tenancy application form and return it to the Manos office below along with your holding deposit, in cleared funds as your application can then be processed immediately. Please also provide photographic identification of who you are (i.e. passport or new style driving license) and two utility bills detailing your current address.

STEP 2

Assuming your application has been accepted, you will need to pay the Balance Due either in cleared funds when you move into the property or if you wish to pay by a personal cheque then you must pay it at least one week before you are due to move into the property. Please make all cheques payable to Manos. Deposit may vary depending on your credit history and personal circumstances.

Declaration

I understand that providing false information may lead to a tenancy being refused or early termination of any subsequent tenancy agreement. Manos may use a third party referencing agent, if so you agree to being contacted by that agency, Manos will make you aware of that company if used. Manos or their selected third party referencing agents will hold your data securely and only use it with regard to the referencing for this tenancy application and future tenancy.

I have read and agree to be bound by the above terms.

Conditions

The holding deposit is non-refundable should you decide not to progress your application/sign your tenancy agreement within 15 Calendar days (unless otherwise mutually agreed) or if you have given false/misleading information on the application form or any applicant fails a Right to Rent check. It will be returned to you in the event the landlord is unable to proceed.

General Data Protection Regulations

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purpose or those of Head Office. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords (where applicable), utility and service providers, Head Office or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic area. Our privacy policy can be found on our website.

I would like to receive updates about products and services, promotions, special offers, news and events from Manos via:

| SMS | Email | Post | Telephone |
|-----------|------------|------|-----------------|
| Signature | Print Name | | Date (DD/MM/YY) |

Signature

I hereby give my consent for any person or organisation to furnish Manos with whatever information they require in relation to my application.

| | |
|-----------------------|---|
| Applicant's Signature | Print Name |
| Date (DD/MM/YY) | Please complete this form and return it to Manos agent. |

For office use only

| | | |
|-------------------------------|----------------|-----------------|
| References | Express | Ultimate |
| Is global reference required? | Express Global | Ultimate Global |
| Do you require evict? | Yes | No |

Tenancy Details

| | | |
|--|-----|----|
| Number of tenants being referenced | | |
| Proposed tenancy start date (DD/MM/YY) | | |
| Due diligence for AML completed | Yes | No |
| Right to rent checks completed | Yes | No |

PN

Address Stamp Box