**Tenancy Application Form – Bolton Y:Pad**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Strictly private and confidential**

**Completed application forms should be returned to:**

Bolton@fyldecoastymca.org or postal address -Bolton YMCA 125 Deansgate Bolton BL1 1HA

**Please do not put any details on this first page – scrawl down to page 2.**

Part 1 – Application (to be completed by Applicant)

Please complete all sections IN BLOCK CAPITALS fully as appropriate

(You must be aged between 18 and 25 years to apply)

**Applicant Personal Details**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name |  |
| Age |  |
| Date of Birth |  |
| Male/Female |  |
| Nationality |  |
| N.I. Number |  |
| Current Address |  |
| Time at this address  |  |
| Reason For Leaving  |  |
| Post Code |  |
| Move in Date |  |
| StatusPRS/Social Housing/Living with Parents |  |
| Mobile Number |  |
| Landline Number |  |
| Email Address |  |

**Proof of Identification –** Please provide TWO of the following, one must include current address.**WO of the following**

Applicant details

|  |  |
| --- | --- |
|  | Document ID Number |
| Drivers Licence |  |
| Passport |  |
| Birth Certificate |  |
| Resident Card |  |

**Current Landlord/letting Agent**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name of Landlord  |  |
| Telephone No |  |
| Email for a reference |  |
| Address |  |
| Post Code |  |
| Rent (monthly) | £ |
| Notice Period |  |
| Move in Date |  |

**Previous Address Details**

|  |  |
| --- | --- |
| Previous Address |  |
| Previous Landlord Name, Address, Contact Details |  |
| Time at this address |  |

**Tenant Credit Information**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Applicant

|  |  |
| --- | --- |
| Rent Arrears |  |
| Credit/Store Cards |  |
| Loans |  |
| Mail Order/HP |  |

|  |  |
| --- | --- |
| Have you any CCJ’s against you |  |
| If ‘yes’ please give details |  |
| Have you ever been bankrupt or entered a voluntary arrangement with creditors.How long ago? |  |

**Employment Details**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please give details of your employment:

|  |  |
| --- | --- |
| Employer Name  |  |
| Name of CompanyAddress  |  |
| Position |  |
| Length of Service  |  |
| Email of employer  |  |
| Contact Name for references |  |
| Weekly Hours Worked |  |
| Hourly Rate of Pay |  |
| Apprentice Scheme |  |
| Permanent or Temporary Contract |  |
| Start Date |  |

Note: failure to provide adequate contact details could delay your application

**Proof of Income** – Please provide the below:

Applicant

|  |  |
| --- | --- |
|  | Please tick |
| Bank Statement 2 months |  |
| Wage Slips5 weekly/2 monthly |  |

**Additional Information**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is a ‘no smoking’ building. Do you smoke? Yes / No

If ‘yes’ do you agree to not smoke or allow your guests to smoke in the building Yes / No

|  |
| --- |
|  |

**Next of Kin information:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact Number |  |
| Relationship |  |
| Signature |  |

**References**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You are required to provide 2 references, one from your employer and one from your current landlord. If you are moving out of the family home, please provide a name and contact details for the second reference. This must be from a professional (not a relative).

|  |  |
| --- | --- |
| Name |  |
| Address, Post CodeContact Number |  |
| Email address |  |

|  |  |
| --- | --- |
| Name |  |
| Address, Post CodeContact Number |  |
| Email address |  |

**History**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Do you have any criminal convictions? |  |
| If ‘yes’ please give details of the criminal convictions |  |

**Budget Planner**

Please complete using weekly figures only:

|  |  |  |  |
| --- | --- | --- | --- |
|  | INCOME |  | EXPENDITURE |
| Applicant Wage |  | Rent |  |
| Overtime/Bonus |  | Council Tax |  |
| Any benefits |  | Water |  |
| Student Loan |  | Electric |  |
| Other Income |  |  Contents Insurance |  |
|  |  | Food/Housekeeping |  |
|  |  | Life Assurance |  |
|  |  | Clothing/Footwear |  |
|  |  | Cigarettes/Alcohol |  |
|  |  | Court Fines/Orders |  |
|  |  | HP/Mail Order |  |
|  |  | JBC+ Loans |  |
|  |  | TV Licence |  |
|  |  | Mobile Phone |  |
|  |  | Telephone |  |
|  |  | Bus/Train Fares |  |
|  |  | Car Running Costs |  |
|  |  | Car Loan |  |
|  |  | TV/Satellite/Cable |  |
|  |  | Credit/Store Cards |  |
|  |  |  |  |
|  |  | Other Expenses: |  |

**Any other information to support your application:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration:**

**Please read carefully before signing. THIS MUST BE SIGNED AND DATED**

* In connection with this application, I consent to a search being carried out to check any of my details which have been submitted. I understand that this will include a credit check and references from my employer and landlord and I give permission for Bolton YMCA to do this in connection with this application only and I authorise my employer and current/former landlord to provide information about me.
* Any information supplied will be for the sole purpose of this application and tenancy (should this application be successful). No information will be divulged to a third party without the agreement of the applicant.
* I understand that I have to provide original documents proving the right to reside in the UK.
* I understand that if I do not provide these documents for all occupiers then I will not be granted the tenancy.
* 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.
* All tenancies are let on an Assured Shorthold Tenancy Agreement.
* I declare that the information I have provided in this Tenancy Application is correct.
* Please sign below:

**Name…………………………………………………………………………………………………………..**

**Applicant Sign……….……………………………………………………………Date………………………………………..**

On behalf of YMCA Print Name…………………………………………………………………………………………….

On behalf of YMCA Sign………………………………………………………Date………………………………….......

**CONTINUE ON NEXT PAGE**

**Right to Rent: THIS MUST BE SIGNED AND DATED**

**Signing this document must be witnessed by the Landlord or Agent**

**All potential occupiers 18 and over must provide proof to reside in the UK.**

No tenancy will be executed until the required original documentation has been provided by all prospective occupiers aged 18 or older. This proof must be either an original document as listed on the front of this application or two original documents from the list below:

* An adoption certificate issued in the UK, the Channel Islands or the Isle of Man which includes the name of at least one of the holders adoptive parents.
* Evidence (I.D Card or document of confirmation) issued by HM Forces or confirmation letter issued by the Secretary of State of the holders previous service in HM Forces.
* A letter from HM Prison Service or Northern Ireland Prison Service confirming the holders name, date of birth and date of release from custody.
* A letter from your probation worker.
* A letter from UK further or higher education.
* Benefits letter issued by HMRC, Local Authority, Job Centre Plus or DWP.
* A letter from your support worker or social worker.
* A letter from your employer confirming your employment and position.
* Disclosure and Barring Services Certificate (Criminal Records Check) issued within the last 3 months.

I can confirm that I am over 18 years of age and the information that I have given is true and accurate. I confirm that no one will be living in the property, other than those that I have provided original documentation for, proving the right to reside in the UK. I authorise the landlord to retain copies of the identification I provided for as long as the tenancy continues.

I agree that the landlord named at the beginning of this form may make necessary enquiries to establish the validity of my right to reside in the UK. I authorise them to share any information I provide whilst performing the right to rent checks.

**Applicant Print Name……………………………………………………………………………………………………………**

**Applicant Sign……….………………………………………………………………Date………………………………………**

THANK YOU FOR COMPLETING THIS FORM. PLEASE RETURN IT USING THE DETAILS ON THE FRONT PAGE.

**OFFICE USE ONLY**

**To be completed by YMCA Blackburn**

|  |  |  |  |
| --- | --- | --- | --- |
| Weekly Rent | £ |  |  |
| Bond | £ | Client Added to System |  |
| Rent In Advance  | £ |  |  |
| Top Up  | £ | Application CheckCompleted |  |
| Weekly Income | £ | 2 References Received |  |
| Weekly Outgoings | £ | Right to Rent CheckCompleted |  |
| Disposable Income  | £ | Income Proof Provided |  |
|  |  |  |  |

Is the property affordable? Yes No (Please circle)

Can we accept the applicant? Yes No (Please circle)

Is there notice required on the current property? Yes No (Please circle)

Date notice ends (at current address) ………………………………………….

Move in date …………………………………………..

Completed by: ……………………………………………………………. …………

Date…………………………………..

**Tenancy Application Form – Bolton Y:Pad**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 – To be completed by YMCA

**Tenancy Details:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Property Address:

Flat ……………..

125 Deansgate

Bolton

BL1 1HA

Proposed Tenancy Start date: