



APPLICATION FOR A TENANCY

- Step 1: The first step in securing your property is to ensure we at Cactus Property Management Ltd get your correct details. Please complete this form as thoroughly as possible.
- Step 2: Return the application form together with your £150 plus VAT application fee (for 1 and 2 people) or £199 plus VAT (for 3 and 4 people). This fee is non-refundable.
- Step 3: We submit the information on this form to Homelet, the third party credit referencing agency that we use to verify all the information and approve your application.
- Step 4: Once approved by Homelet you pay 1 months rent plus the deposit (equivalent to 1 months rent)
- Step 5: Sign your tenancy agreement and collect your keys

Please Note: Until we are in receipt of the completed application form and above fee the property will remain on our available list.

Property: _____

Your Name: _____

Signed: _____

Date: _____

Cactus Lettings & Property Management
Cornwall Works 3 Green Lane Kelham Island Sheffield S3 8SJ
T 0114 275 8333 F 0114 275 4088 info@cactuslettings.com

SECTION 1 : THE PROPERTY YOU ARE APPLYING FOR

Address: _____

Total rent: _____ Your share of the rent: _____ Intended date to move in: ____ / ____ / ____

Length of tenancy: 6 months (standard) 12 months + (to be confirmed with the landlord)

SECTION 2 : YOUR PERSONAL INFORMATION

Your full name: (Mr/Mrs/Ms/Miss): _____

Current Address: _____

Do you: Own this property Rent from an agent or landlord Live with parents Live with friends
 Rent from the council Other (please specify):

How long have you lived there: _____ Date of Birth: ____ / ____ / ____ Age: _____

Mobile: _____ Email: _____

Marital Status: _____ Are you a smoker: _____

Do you intend to keep any pets at the rental property: _____ If yes please state: _____

Nationality: _____ Which country's passport do you hold? _____

Length of time lived in the UK: _____ Length of time you intend to live in the UK: _____

Visa / Work permit details if applicable: _____

Other people who will be living at the property including children:

1. Mr / Mrs / Ms / Miss: _____ Age: _____

2. Mr / Mrs / Ms / Miss: _____ Age: _____

3. Mr / Mrs / Ms / Miss: _____ Age: _____

4. Mr / Mrs / Ms / Miss: _____ Age: _____

SECTION 3 : PREVIOUS ADDRESS(S)

We require 3 years of addresses:

Address: _____

When did you live here? From: _____ To: _____

Address: _____

When did you live here? From: _____ To: _____

SECTION 4 : CREDIT HISTORY

Are you aware of any County Court Judgements (CCJs), Bankruptcy Orders or IVA's?: _____

If yes, please provide details: _____

SECTION 5 : NEXT OF KIN

Full name: Mr/ Mrs / Ms / Miss _____

Address: _____

Telephone: _____ Email: _____

SECTION 6 : CURRENT RENTAL INFORMATION

Name of Agent / Landlord: _____

Address: _____

Telephone: _____ Fax: _____

Tenancy: From: _____ To: _____ Rent£: _____

Reason for leaving: _____

SECTION 7 : EMPLOYMENT DETAILS

Your job title: _____ Start date: _____

Basic Salary: _____ Commission: _____

Are you: Full time Part time Permanent Temporary

Are your employment details due to change? _____

Employer _____

Address: _____

Contact: (to confirm your employment details) Mr/Mrs/Ms/Miss: _____

Their job title: _____ Tel: _____

Their email: _____ Fax: _____

SECTION 8 : SELF EMPLOYMENT DETAILS

Company Name: _____ Company Formed: _____

Address: _____

Tel: _____ Fax: _____ Web: _____

Sole Trader: Partnership: Limited: Ltd Reg. No.: _____

Accountant: _____ Contact: _____

Accountants Address: _____

Tel: _____ Fax: _____ Email: _____

Trade Reference: _____ Contact (Mr/Mrs/Ms/Miss): _____

Trade Reference Address: _____

Tel: _____ Fax: _____ Email: _____

SECTION 9 : IDENTIFICATION (one from each section please)

A: PROOF OF ADDRESS

Bank Statement

Utility Bill

B: PHOTOGRAPHIC

Passport

Driving License

Visa / Work Permit

C: NATIONAL INSURANCE

Payslip

P60

National Insurance Card

NB If you are receiving a scholarship we will require a copy of the letter dated within the last month.

SECTION 5 : YOUR BANK DETAILS

Bank / Building Society: _____

Bank Address: _____

Account Name: _____

Sort Code: _____ Account No.: _____

SECTION 10 : DECLARATION

I confirm that the information provided by me on this form is true and correct and that I have no objection in allowing Homelet, a third party credit reference agency, to verify this information. I authorise them to verify any details on this form and return a detailed report to Cactus.

Printed Name: _____ Date: _____

Signature: _____