

**APPLICATION FORM - please ensure that all boxes are completed fully**

Miss/Mrs/Ms/Mr \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_ Home Tel No: \_\_\_\_\_ Mobile no: \_\_\_\_\_  
email: \_\_\_\_\_ Nationality \_\_\_\_\_  
D.O.B \_\_\_\_\_ National Insurance No: \_\_\_\_\_ Occupation: \_\_\_\_\_

**PRESENT ADDRESS:**

\_\_\_\_\_ Postcode \_\_\_\_\_  
Length of time at present address: \_\_\_\_ yrs \_\_\_\_ mths Status: owner/rented/other (specify).....  
Reason for moving \_\_\_\_\_

**If less than 3 yrs please give details of previous address**

**Address:** \_\_\_\_\_ Postcode \_\_\_\_\_  
Length of time at previous address \_\_\_\_ yrs \_\_\_\_ mths Status: owner / Rented / other (specify).....

**OTHER DETAILS:**

Who will be living at the property \_\_\_\_\_  
Number of children: \_\_\_\_\_ Ages \_\_\_\_\_ M/F \_\_\_\_\_ M/F \_\_\_\_\_ M/F \_\_\_\_\_ M/F  
Smoker? Yes or No (please circle) Pets? (please specify \_\_\_\_\_)  
**DO YOU HAVE ANY COUNTY COURT JUDGMENTS?** YES or NO if yes please give details on separate sheet  
**WILL YOU BE CLAIMING HOUSING BENEFIT** YES or NO

**NEXT OF KIN:** (Cannot be a member of the family that will be residing with you)

Full Name: Mr / Mrs/ Miss/ Ms \_\_\_\_\_  
Full Address: \_\_\_\_\_ Postcode \_\_\_\_\_  
Tel No: (\_\_\_\_\_) \_\_\_\_\_ Mobile \_\_\_\_\_  
\*Email: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

**BANK DETAILS**

Name of Bank: \_\_\_\_\_ Sort Code: \_\_\_\_\_ Acc No: \_\_\_\_\_  
Full Address of Branch \_\_\_\_\_ Postcode \_\_\_\_\_  
Account name \_\_\_\_\_

## EMPLOYER / ACCOUNTANT

Name of Employer _____	Your Position: _____
Full Address: _____	Postcode _____
Contact name for reference: Mr/Ms/Miss/Mrs _____	
Tel No: ( _____ ) _____	Fax No: ( _____ ) _____
*Email _____	Time with present employer .....yrs .....mths
Your salary _____	Date Salary Paid ...../...../.....

## CHARACTER REFERENCE – someone you have known for 3yrs or more. Cannot be a relative of yours or your partner

Name: Mr/Ms/Miss/Mrs _____	
Full Address: _____	Postcode _____
Tel No: ( _____ ) _____	*email _____
Occupation: _____	Relationship to you _____
Time Known: .....yrs .....mths	

## CURRENT LANDLORD

Name: _____
Full Address: _____
_____ Postcode _____
Tel No: _____ Rent per month £ _____
Current Address _____

## PREVIOUS LANDLORD – if less than 3 yrs ago

Name _____
Full Address _____
_____ Postcode _____
Tel No _____ Rent per month £ _____
Previous Address _____

Property applying for: \_\_\_\_\_ Agreed rent: £ \_\_\_\_\_ Agreed Bond: £ \_\_\_\_\_

Preferred move in date: \_\_\_\_\_

## IMPORTANT INFORMATION

I the undersigned, declare that the information given to be both accurate and complete. I authorize Burnett Davies Lettings acting as agents for the landlord to make such enquiries as are necessary to determine my suitability as a prospective tenant. I also undertake immediately to notify Burnett Davies Lettings of any alterations of circumstances that may occur during the processing of this application. In order to process this application I agree to pay Burnett Davies Lettings a non returnable fee of 1 weeks rent plus VAT subject to a minimum fee of £150.00 plus VAT (£180.00) for 1 applicant and an additional fee of £50.00 plus VAT (£60.00) per additional applicant or guarantor.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN APPLICATION FORM TO **BURNETT DAVIES LETTINGS, 17 HIGH ST, BARRY, CF62 7EA**

**IN ORDER FOR US TO PROCESS THIS APPLICATION YOU  
MUST PROVIDE TWO FORMS OF IDENTIFICATION, ONE OF  
WHICH MUST BE PHOTOGRAPHIC**

## EMPLOYER / ACCOUNTANT CONSENT FORM

I hereby consent to my employer or accountant to provide Burnett Davies Lettings with the information they require to process my application

Applicants signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Letting Agent Ref: \_\_\_\_\_

## LANDLORD CONSENT FORM

I hereby consent to my Landlord or Management Agent to provide Burnett Davies Lettings with the information they require to process my application

Applicants signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Letting Agent Ref: \_\_\_\_\_

PLEASE COMPLETE AND SIGN

**ENQUIRY TO:**

Manager: \_\_\_\_\_  
Full Address of Branch: \_\_\_\_\_ postcode \_\_\_\_\_

**ENQUIRY FROM:**

Burnett Davies Lettings  
17 High St  
Barry  
Vale of Glamorgan  
CF62 7EA  
TEL NO: ( 01446) 737255 Fax ( 01446) 720875 Email: [enquiries@burnettdavieslettings.co.uk](mailto:enquiries@burnettdavieslettings.co.uk)

**CUSTOMER DETAILS – We request your opinion as to the means and standing of:**

Name: Mr/ Ms/Miss/Mrs \_\_\_\_\_  
Address: \_\_\_\_\_ postcode \_\_\_\_\_  
SORT CODE: \_\_\_\_\_  
ACCOUNT NO: \_\_\_\_\_  
**And his/her trustworthiness in the way of business to the extent of £ \_\_\_\_\_ per calendar month**

**CONSENT**

**I / WE GIVE OUR CONSENT TO PROVIDE A REFERENCE TO BURNETT DAVIES LETTINGS, 17 HIGH STREET, BARRY, CF62 7EA AND DEBITING ANY BANK CHARGES FROM MY ACCOUNT ACCORDINGLY**

**SIGNED** \_\_\_\_\_  
**SIGNED** \_\_\_\_\_  
**DATE** \_\_\_\_\_