

Tenants Application Form To Rent A Property.

Please read carefully before signing this document.

All the information you provide on this form is strictly confidential and solely for the use of Norfolk Country Cottages. This information can not and will not be passed to any other person or business unless you, the prospective tenant, instruct Norfolk Country Cottages to do so.

Please fill out all the information requested. If there is a problem please inform Norfolk Country Cottages. This document does not guarantee you the property you wish to rent.

By signing this document you agree to Norfolk Country Cottages to apply for references on you and only you. If there is more than one prospective tenant then each one will need to fill out this form and sign it.

Your Name: _____

Occupation: _____

Current Address: _____

Postcode: _____ Telephone Number: _____

Regarding your employment:

Company Name: _____

Employer's Name: _____

(NOTE: this should be the name of the person who is going to give you the reference).

Employer's Address: _____

Employer's Position within the company: _____

Employer's telephone number: _____

Your employment number: _____

Your employment title: _____

Number of years with your current employer: _____

(NOTE: if less than three months please provide details of your previous employer on a separate sheet).

Regarding your previous landlord:

Landlord's Name: _____

Landlord's Address: _____

How long were you at that address? _____ years _____ months.

(If you were there for less than six months please explain why).

Other Referee – to be used where no previous landlord is available due to not having rented. Please note that the person below must be of professional standing and can not be an immediate member of your family – i.e. your doctor, solicitor, headmaster, college tutor etc.

Title: Mr / Mrs/ Miss / Ms Other: _____

First Name: _____

Last Name: _____

Address: _____

Postcode: _____ Telephone Number: _____

Occupation: _____

How long known for: _____

Thank you for filling in the above information. Please sign below, thus stating that you are happy for me to take up references on you. As one final security measure I would be grateful if you would supply the information below:

- A utility bill with your name on it.
- A passport or Driving licence.

Other proof of I.D. _____

Signed: _____

Dated: