



**Property Address to rent:**

**How did you hear about this property?**

## My Blackpool Home Application Form

Please return this application form with the information requested below.

<b>Identification proof</b>	✓
Passport	
For non UK Citizens Provide Right to Rent Share Code	

<b>Two of the following are required if you do not have the above:</b>	✓
Full Birth Certificate	
Full or Provisional UK Driving Licence	
Letter from UK Higher or Further Education	
Letter from HM Prison Service	
Benefits Paperwork Showing Entitlement	
Letter from a UK Government Department or Local Authority	

<b>Income Proof</b>	✓
2 months Wage Slips / End of Year Accounts	
2 months Benefits Awards Letters	
2 Months Bank Statements	

Any supporting documents can be emailed to [applications@myblackpoolhome.co.uk](mailto:applications@myblackpoolhome.co.uk)



# Tenant Application form

## Applicant

## Joint Tenant

Title	
Full Name	
Date of birth	
Gender	
Nationality	
NI number	
Current address	
Date moved in	
Status	
Private Rent- ed/Social/ Owner/living with parents	
Telephone number	Landline: Mobile:
Email	
Preferred method of contact:   Phone   Email   Post	

Title	
Full Name	
Date of birth	
Gender	
Nationality	
NINO	
Current address	
Date moved in	
Status	
Private Rent- ed/Social/ Owner/living with parents	
Telephone number	Landline: Mobile:
Email	
Preferred method of contact:   Phone   Email   Post	

## Current Landlord Details

Name	
Address of <b>your</b> property	
Number	
Email <b>(Required)</b>	
Reason for leaving?	

Name	
Address of <b>your</b> property	
Number	
Email <b>(Required)</b>	
Reason for leaving?	



## Previous address details

### Applicant

Your previous address (last 3 years)	
Previous Landlords Name	
Phone Number	
Email ( <b>Required</b> )	
How long have you been at this property	
Reason for leaving the property?	

### Joint Tenant

Your previous address (last 3 years)	
Previous Landlords Name	
Phone Number	
Email ( <b>Required</b> )	
How long have you been at this property	
Reason for leaving the property?	

## Criminal history

Do you have any criminal convictions	Yes No <i>Please circle yes or no</i>
If yes, please list the date of the conviction, the offences and sentence.	
Have you ever been made bankrupt or entered in to a voluntary arrangement of any kind with your creditors?	Yes No <i>Please circle yes or no</i>
Have you ever had a county court judgement made against you?	Yes No <i>Please circle yes or no</i>

Do you have any criminal convictions	Yes No <i>Please circle yes or no</i>
If yes, please list the date of the conviction, the offences and sentence.	
Have you ever been made bankrupt or entered in to a voluntary arrangement of any kind with your creditors?	Yes No <i>Please circle yes or no</i>
Have you ever had a county court judgement made against you?	Yes No <i>Please circle yes or no</i>

Do you have any pets?	Yes No
<i>Please circle yes or no</i>	Type:

Do you have any pets?	Yes No
<i>Please circle yes or no</i>	Type:



## Household information

### Next of Kin information (Please do not provide details for joint tenant)

Name	
Relationship	
Address	
Number	
Email	

Name	
Relationship	
Address	
Number	
Email	

Do you have any dependants? <i>Please circle yes or no</i>	Yes (please provide details below) No
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	Dependant 1	Dependant 2	Dependant 3	Dependant 4
Name				
Date of birth				
Child benefits?				
Amount?	£	£	£	£

Are either you or your partner Pregnant? <i>Please circle yes or no</i>	Yes No	Estimated Due Date _____
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### Non-dependants

Do you have any non-dependants? <i>Please circle yes or no</i>	Yes (please provide details below) No
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	Non-dependant 1	Non-dependant 2	Non-dependant 3	Non-dependant 4
Name				
Date of birth				
Income				
Amount?	£	£	£	£



## Income

### Applicant

### Joint Tenant

Do you work?	Yes    No <i>Please circle yes or no</i>
Name and address of Employer	
Telephone number	
Email	
Weekly hours worked	
Hourly rate of pay	
Can we contact your employer for a reference?	

Do you work?	Yes    No <i>Please circle yes or no</i>
Name and address of Employer	
Telephone number	
Email	
Weekly hours worked	
Hourly rate of pay	
Can we contact your employer for a reference?	

### Benefits

Are you in receipt of benefits?	Yes    No <i>Please circle yes or no</i>
Please list benefits you receive and the rates.  Eg Income Support, JSA, ESA	

Are you in receipt of benefits?	Yes    No <i>Please circle yes or no</i>
Please list benefits you receive and the rates.  Eg Income Support, JSA, ESA	

Do you receive Housing Benefit?	Yes    No <i>Please circle yes or no</i>
Amount received	£

Do you receive Housing Benefit?	Yes    No <i>Please circle yes or no</i>
Amount received	£



## Income and expenditure

In order for us to establish if the property is going to be affordable for you, we need to work out what your disposable income is. We can do this by looking at your income and expenditure.

### Applicant

	Weekly
Rent/Mortgage	£
Council Tax	£
Water Rates	£
Gas	£
Electric	£
Building & contents insurance	£
Life Insurance	£
T.V Licence	£
Sky or TV subscription	£
Food Shopping	£
Clothing	£
Child Maintenance	£
Phone bill	£
Pets	£
Public Transport	£
Car Insurance	£
Petrol	£
Misc	£

### Joint Tenant

	Weekly
Rent/Mortgage	£
Council Tax	£
Water Rates	£
Gas	£
Electric	£
Building & contents insurance	£
Life Insurance	£
T.V Licence	£
Sky or TV subscription	£
Food Shopping	£
Clothing	£
Child Maintenance	£
Phone bill	£
Pets	£
Public Transport	£
Car Insurance	£
Petrol	£
Misc	£

## Outstanding debts or loans

	£
	£
	£

	£
	£
	£

## Available documents

- Group 1 documents in List A permit the holder permanent right to rent in the UK.
  - Group 2 documents in List A must be shown in a combination of two.
  - Documents in List B permit the holder to a time-limited right to rent in the UK.
- Click on the following images for more information.

### List A (Group 1): Acceptable single documents which show an unlimited right to rent

			
UK passport	EEA/Swiss national passport/identity card	Registration Certificate or document certifying permanent residence of EEA/Swiss national	EEA/Swiss family member Permanent Residence card
			
Biometric Residence Permit with unlimited leave	Passport or travel document endorsed with unlimited leave	UK immigration status document endorsed with unlimited leave	A certificate of naturalisation or registration as a British citizen

### List A (Group 2): Acceptable document combinations which show an unlimited right to rent (any 2 of the below to be shown in combination)

			
UK birth or adoption certificate	Full or provisional UK driving license	A letter from HM Prison Service	A letter from a UK Government Department or Local Authority
			
A letter from National Offender Management Service	Evidence of current or previous service in UK armed forces	A letter from a police force confirming that certain documents have been reported stolen	A letter from a private rented sector access scheme
			
A letter of attestation from an employer	A letter from a UK further or higher education institution	A letter of attestation from a UK passport holder working in an acceptable profession	Benefits paperwork

### List B: Documents which show a time-limited right to rent

			
A valid passport endorsed with a time-limited period	Biometric immigration document with permission to stay for time-limited period	Non-EEA national residence card	UK immigration status document with a time-limited endorsement from Home Office



# Right to Rent Declaration

All occupiers aged 18 and over must provide proof of Right to Reside in the United Kingdom.

**This document must be witnessed by the landlord or agent.**

No tenancy will be executed until the necessary original documentation has been provided by all prospective occupiers aged 18 or older.

This proof must be either an original document listed on the front of the application or two original documents listed below.

- A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.
- Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the secretary of state of the holder's previous or current service in any of HM's UK armed forces.
- A letter from HM Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth and that they have been released from custody
- A letter from your probation worker
- A current full or provisional photocard UK driving licence
- A letter from a UK further or higher education institution
- Benefits letter issued by HMRC, a UK Local Authority or Job Centre Plus or DWP
- A letter from your support worker or Social worker
- A letter or reference from your employer confirming employee reference and position
- Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check

## Declaration

I confirm that I am over 18 years of age and the information given above is true and accurate. I confirm that no one will be living in the property except anyone who is

I confirm that I have provided original documents proving my right to reside in the presence of the landlord or the agent named overleaf. I authorise the landlord to retain copies of the identification I provided for as long as the tenancy continues.

I agree to the landlord or agent named at the beginning of this form making and enquiries necessary to establish the validity of my right to reside in the United Kingdom. I authorise them to share any information I provide, where necessary, while performing the right to rent checks.

Signed:

Name:

Date:





## Declaration

**PLEASE READ CAREFULLY BEFORE SIGNING**

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 for all potential occupiers in the presence of the landlord or agent.

I understand that if I do not provide these documents for all occupiers then I will not be granted a tenancy.

The information you have provided in relation to this application is protected by the General Data Protection Regulation which came into force on 25 May 2018. The My Blackpool Home Privacy Notice can be found on our website at [myblackpoolhome.co.uk/resources/](http://myblackpoolhome.co.uk/resources/)

**I declare that to the best of my knowledge, the information I have given in respect of an application for a private rented tenancy is correct.**

**Please sign below**

		<b>Applicant</b>
		<b>Date</b>

		<b>Joint Applicant</b>
		<b>Date</b>

**My Blackpool Home**  
**348/350 Lytham Road**  
**Blackpool**  
**FY4 1DW**  
**[applications@myblackpoolhome.co.uk](mailto:applications@myblackpoolhome.co.uk)**  
**01253 477222**