

TENANCY APPLICATION FORM

Please provide as much information as possible for your employer, landlord and guarantor as references will be obtained.

Full Name

Date of Birth..... Mobile Number.....

Home Tel..... Email.....

Current Address.....

Postcode..... NI Number.....

Important: we will search against this address. You must have registered on the electoral roll. Please provide the address at which you are registered.

Name of Guarantor (who is a UK homeowner)..... **Phone Number**.....

Address of Guarantor.....

Postcode..... Email for Guarantor.....

Your Employer.....

Your Position..... Length of Service.....

Contact Name..... Email.....

Address.....

Postcode..... Tel No..... **Fax No**.....

Your Bank **Account**.....

Address

Your Previous Landlord (or confirm if homeowner).....

Tel No..... **Fax No**.....

Landlord's Address (or owned address if a homeowner).....

Postcode..... Email for Landlord.....

Previous Rental Address..... Postcode.....

CONTINUED OVERLEAF

Next of Kin.....

Address.....

Postcode..... Tel No.....

Your Children's Names (If Applicable).....

Ages.....

Tenant Identity Proof (ie. Passport number).....

Property Required..... Requested move-in date.....

Please circle where you heard about Wren Properties?

Internet: *Google / Rightmove / wrenproperties.co.uk / Yell*

Local: *Office location / Recommendation / To Let Board / Vans*

Other (please specify):

I agree to pay £250 per tenancy as a non-refundable holding fee to secure the property whilst references are obtained. This fee will be deducted from the total payable. It will be refunded if Wren rejects my application but I accept that Wren will retain the fee if I withdraw, change my requested move-in date to one which is not acceptable to the landlord or do not provide sufficient information to process my application. I also agree to pay the non-refundable tenancy administration fee which is calculated as £100 + VAT per person for Deansgate branch properties or 10 days rent per tenancy for Didsbury branch properties.

DATA PROTECTION

I confirm that the details I have provided are correct and true. I authorise Wren Properties Limited ("Wren") to make enquiries relating to my application and any subsequent tenancy or lease. I authorise Wren to search the files of licensed credit reference agencies and to check my details with fraud prevention agencies. I authorise Wren to use and process my details and information as set out below. Wren's privacy policy can be viewed at <https://www.wrenproperties.co.uk/pages/privacy-policy>

Details of any search Wren carries out with licensed credit reference and fraud prevention agencies will be added to their records and will be shared with other organisations that make searches and used by them and Wren to:

- 1) Check my identity
- 2) Help make decisions about prospective tenancies
- 3) Trace debtors, recover debts, prevent fraud and to manage any tenancy agreement

I understand that Wren will also add to my record with licensed credit reference and fraud prevention agencies information relating to any default or failure by me to keep to the terms of any subsequent tenancy agreement. The information I provide and which Wren obtains from external organisations will be stored on computer or in any other way and will be used by them together with any other information it holds about me for general business purposes and as otherwise permitted by law.

Wren may at any time give my information to the landlord or to an organisation that provides a service relating to my application or tenancy, on the basis it is kept confidential; and debt collection agencies, legal advisors or other organisations who may assist it following any default or failure by me to keep to the terms of my lease.

I am entitled, on payment of a fee, to a copy of the details and information Wren holds about me if I apply in writing. I may obtain details of the credit reference and fraud prevention agencies from whom Wren obtains information and to whom it passes my information.

Signature

Date