

**IN CONFIDENCE**

The information on this form is for the sole use of the landlord only for the purposes of letting. No information contained therein will be divulged to any third party, unless the tenant defaults.

**TENANT PARTICULARS**

Full Name:	
Date of Birth:	Place of Birth:
National Insurance Number:	
Current Address:	Previous Address:
Date moved in: Tel:	Lived there from:                      to:
Next of Kin (or person to be contacted in emergency)	
Name:	Address:
Relationship:	Tel:
Current Employer:	Job Title:
Employer's Address:	Length of time with current employer:
	Name of work supervisor:
Employer's Tel:	Work Tel:
Housing Benefit Status	
Date of last claim:	Local Authority:
Bank Name:	Bank Address:
Bank Account Number:	
Bank Account Status	
Date of current statement produced:	Date of year old statement produced:
Evidence of identity offered	
Passport Number:	Other:
Car Make and Registration:	

In conjunction with this application, the landlord may carry out a search with a licensed credit reference agency. I hereby expressly consent to such a credit reference agency carrying out and retaining a record of any such search.

I understand that the information given above forms the basis of granting me a tenancy and I hereby confirm the accuracy thereof.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note: A false statement made knowingly or recklessly to induce the grant of a tenancy may result in a Court Order for possession.**

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## **TENANT PARTICULARS**

### **Notes**

The form shown on the reverse of this sheet is for completion by tenants prior to the grant of a tenancy.

Experience has shown that good tenants have no hesitation in completing the form, but that tenants who are likely to prove unsatisfactory are deterred by it.

It is recommended that members always ask for a written reference from the prospective tenant's current employer, confirming that the prospective tenant is indeed a full time employee with the firm. It is a courtesy to always send referees a SAE for their reply.

A written reference should also be sought from the previous landlord, where relevant. Following receipt of a written reference, the existing landlord should always be rung up to ask if there is anything they would like to add. People will sometimes volunteer information on the phone which they would hesitate to put in writing.

Because this form is used as a basis for granting the tenancy, false statements will come under Ground 17 should it be necessary to seek possession under Section 8 of the Housing Act 1988.

## **GROUND FOR POSSESSION**

### **Notes**

When a tenancy is not ended by mutual agreement between the landlord and the tenant, it may be necessary to end the tenancy by the landlord giving formal written notice to the tenant, under Section 21 or Section 8 of the Housing Act 1988.

Notice under Section 21 of the Housing Act 1988 merely requires a minimum of two months' notice to be given, to end the tenancy after the end of any fixed term; no reason need be given. Such a notice may only be used in connection with Assured Shorthold Tenancies, and must be drawn up in the proper manner; the date on which possession is sought must comply with certain strict rules. Possession may be claimed using the accelerated possession procedure; a procedure which does not involve a full court hearing.

Notice under Section 8 of the Housing Act 1988 requires the landlord to use a statutory form and state in full the wording of the ground (or grounds) for possession being used. The attached sheet contains these grounds in full, and may be photocopied and attached to any Section 8 Notice. Note that the wording for the grounds given in Appendix C of the government booklet *Assured and Assured Shorthold Tenancies – a guide for landlords* is paraphrased, and may not be acceptable in Court. A Section 8 Notice may be used with any assured tenancy, whether or not it is a shorthold. The accelerated possession procedure is not available with Section 8.