



## Property Reservation Form

### Details of Property

Property Address:

  

Postcode:

Tenancy Term:

Preferred Moving Date:

Agreed Rent:

£

Any Special Conditions:

### Applicant/s Details

Title: (e.g. Mr, Mrs, Ms etc.)

Full Name: (as on Passport)

Current Home Address:

  

Postcode:

Please confirm your status: (please tick)

Living with Relatives  Tenant  Home Owner

Date you moved into this address:

Telephone Number:

Mobile Number:

Email Address:

Nationality:

Date of Birth:

### Applicant/s Details *continued*

Please provide an address and telephone number where we will be able to contact you **after** the tenancy ends:

Post Tenancy Contact Address:

  

Postcode:

Post Tenancy Telephone Number:

Post Tenancy Email Address:

Are you providing the deposit? (please tick)

Yes  No

### Employment Details

Which best describes your occupation: (please tick)

Employed  Self-employed  Independent Means  
 Retired  Student  Unemployed  
 Housewife / husband

Hours of Work: (please tick)

Full Time  Part Time

Contract Type: (please tick)

Permanent  Temporary  Fixed Length

Your Job Title:

Your Gross Income:

Start Date:

### Evidence of Identification

In compliance with our professional bodies code of practice and to take up a credit reference we require both proof of identity and residency. Would you please enclose with your reservation one item from the following two lists:

#### Identity

Current Valid Passport  Photographic Driver's Licence  
 Student ID Card

#### Current Address

The following should be dated within the last 6 months:

Censored copy of Bank / Building Society Statement  Censored Credit Card Statement  
 Utility / Council Tax Bill  Censored Mobile Telephone Bill

Unfortunately we cannot begin to process your reservation until we are in receipt of these documents.

*continued over*

