

Tenancy Application Form (one form per applicant over the age of 18)

Upon completion, please return to: Lynda Davidson email: lynda@latimer.me.uk

Tenancy Details

Property address: _____

Rent (£) pcm monthly: _____

Deposit (5 weeks rent): _____

Rental period (months): _____

Name of other joint applicants: _____

(please note: each applicant needs to complete a separate application form)

Are you related or in a relationship with any joint applicants? _____

When would you like the tenancy to start: _____

Will this be your principal home: _____

Who will be paying the deposit: _____

If the deposit is being paid by someone other than those to be named on the tenancy agreement, please provide the following:

Name _____

Address _____

Email address _____

Contact number _____

Amount of the deposit _____

Right to rent status (tick as applicable)

British or Irish national _____

Other nationality with permanent right to rent _____

Other nationality with temporary right to rent _____

Personal Details

Full name including title and middle names:
(Mr, Mrs, Miss, Ms)

Date of birth (dd/mm/yyyy):

Country of birth:

National Insurance number:

Status: (please indicate)

Single/Married/Living with Partner/Divorced/Separated

Length of time with partner:

Current address (including postcode):

Phone number (mobile):

Email address:

Please indicate your residency status:

private tenant/council tenant/living with relatives or
friends/lodger/homeowner

Time at current address (dd/mm/yyyy):

from _____ to _____

Reason for leaving current address:

Current Landlord

Full name of current landlord:

Address of current landlord inc postcode:

Phone number:

Email address:

Current monthly rental:

If current address is less than 3 years, please provide FULL details as above for previous address

Previous landlord name and email address:

Previous landlord phone number:

Monthly rental:

Time at the address (dd/mm/yyyy):

from _____ to _____

Bank account details

Bank name: _____

Account name: _____

Sort code: _____ Account number: _____

Current Employment Details (if employed)

Current employment status (please tick) Permanent ☐ Temporary/Contractor ☐ Self-employed ☐

Occupation: _____

Job title: _____

Nature of employment (please indicate): _____ full time/part time/temporary/contract/self-employed

Name of current employer: _____

Address of current employer: _____

Date employment commenced (dd/mm/yyyy): _____

Are you currently on a probation period, if so, what date does the probation end: _____

Gross annual income (exc commission and bonus): _____

Employer referee, name & position: _____

Referee OFFICE (not mobile) phone number: _____

Referee email address: _____

If less than 3 years, please provide FULL details as above for previous employer

Self employed

Proof of income - The last 3 years full tax return from the HMRC or SA302 form (a personal tax return is required NOT the business) Please attach when returning this form.

Other Income

Do you receive any of the following (please tick) housing benefit / universal credit / income support / unemployment benefit / sickness benefit / retirement pension / disability allowance

Other financial information

Have you ever been bankrupt or had an IVA voluntary arrangement of any kind with your creditors?
YES/NO

If yes please give full details including dates, nature of debt, whether discharged:

Have you ever had a CCJ, county court judgment made against you? YES/NO

If yes please give full details including dates, nature of debt, whether discharged:

Have you ever been in rent arrears in the last 5 years? YES/NO

If yes please give full details including dates, nature of debt, whether discharged:

Pets

Do you have any pets? YES/NO

If yes, please give please specify the name, type of animal, breed and age of the pet below:

Other intended occupiers including children but excluding joint applicants)

Is it your intention to have anyone other than yourself living in the property, please provide their full names, current addresses, ages (including children), and their relationship to you. **PLEASE NOTE: do not give details of any joint applicants as they will be providing them in a separate application form):**

Occupier 1:	Name:	Occupier 2:	Name:
	Age:		Age:
	Relationship:		Relationship:

Next of Kin/emergency contact (not a joint applicant)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Relationship to you: _____

Other information

Are you a smoker or vaper? YES NO

Have you ever been evicted? YES NO

Do you have any unspent criminal convictions? YES NO

Do you intend to seek benefit assistance with rent payment? YES NO

Declaration

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

I agree to the Landlord named at the beginning of this application form making whatever enquiries, including a credit check, he/she deems necessary in connection with this application for a tenancy. I authorise my employer, my bank / building society, a local authority (if I was previously a council tenant), current or former landlord, and the personal referee named, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Landlord's enquiries.

I have read and understood the Privacy notice on Page 6 of this form.

I consent to receiving my copy of 'How to rent: a checklist for renting in England,' the energy performance certificate report (EPC) or any other documentation relating to the proposed tenancy via the given email address on page 1.

I understand I must provide original documents proving the right to reside in the United Kingdom for all potential occupiers in the presence of the landlord or the agent. I understand that if I do not provide these documents for all occupiers then I will not be granted a tenancy.

I consent to a credit check being led in relation to myself – by LetRef which will be conducted on the landlord's behalf.

Signed _____

Name _____

Date _____

Data Protection Notice

Who am I? I am Lynda Davidson of Eastcoates, Latimer Road, Barnet EN5 5NF. References to “I” or “me” in this policy refer to me.

I am registered with the [Information Commissioner's Office](#) in my capacity as a landlord.

How I obtain your data

I first obtained your data when you completed my application form or answered questions as part of my tenancy application process.

I may also hold additional information which has been provided by you or by third parties to me at a later stage in connection with your tenancy or occupation of my property. For instance, each time you pay rent, or if you change your name or bank account while you live at my property.

The data I hold about you

As your landlord, I hold data about you which may include some or all of the following data, without limitation: Your name, email address, telephone number, date of birth, current and previous addresses, marital status, National Insurance number, nationality, next of kin, where you were living when you applied to be a tenant, any future forwarding address.

- The property you are (or will be) renting from me (or are occupying), together with the details in the tenancy agreement such as rent, deposit, and utilities.
- Details of rent paid by you to me, including any rent arrears.
- Details of your pets.
- Details of your guarantor including their name, email address, telephone number, date of birth, current and previous addresses, marital status, National Insurance number, and nationality.
- Your employment status and the address, contact details of your employer/accountant, payroll numbers, length of employment, salary information (including any regular overtime or commission), and any other income received, for instance as a sole trader.
- Your bank account details, including the account number and sort code, any bank statements you have provided to me, any hire purchase/loan agreements/credit cards or store cards that you have, and any welfare benefits that you may be eligible for, or currently receive.
- Your credit history and any references provided to me.
- Other relevant information relating to your tenancy or occupation of my property.

Information about children

I do not normally hold information about children living at the property other than their name and date of birth. If your children are not British or Irish, I will usually take a copy of their identity card or passport.

I need this information so I can show it to the Home Office if required under the Right to Rent regulations in order to prove to them that it was not necessary to carry out a Right to Rent check on the child, and also to show to the local or any other authority if I am required to provide them with information about the occupiers of the property.

Why I need to hold your data

I need to hold your data so I can:

- Carry out due diligence on prospective tenants and occupiers of my properties, including checking whether there are any money judgments or history of bankruptcy or insolvency.
- Contact you and perform our duties to you under the terms of our contract with you.
- Manage your tenancy and occupation of my property.
- Provide you with any services and information which you have requested.
- Administer and improve the service that I provide and develop my business and the services I offer.
- Provide information to the local housing authority, government departments and/or utility companies about your tenancy, and
- Carry out any other tasks for purposes which are consistent with the proper performance of my business and service to you as a landlord.

My rights to share your data with others

I may share your data with third parties in the following circumstances:

- To allow me to carry out checks, and obtain reports, affordability checks and references in connection with carrying out due diligence on you as a prospective tenant or occupier.

- In the creation, renewal or termination of the tenancy, to allow me to disclose your information to the relevant local authority, tenancy deposit scheme administrator, service/utility provider, freeholder, factor, facilities manager or any other relevant person or organisation.
- To provide such information as is necessary to any contractors I employ to carry out work or inspections at the property. This includes gas safety inspections, electrical safety inspections, contractors carrying out repair work needed at the property and inventory clerks.
- To provide details to any utility or similar company in respect of invoices which relate to your use and occupation of the property for the period of the tenancy (including any new services which may be developed or provided after this notice is given to you).
- To provide details to any tracing agents or legal firms I may employ if you vacate the property owing money to me.
- To provide to the Home Office if I am required to do so under the Right to Rent regulations
- To any official bodies such as local housing authorities, tenancy deposit scheme administrators, service or utility provider, freeholder or other relevant person in connection with the creation or termination of your tenancy or occupation of our property where you are not a tenant.
- To HM Revenue and Customs or other government department under any legal duty I may owe to them.
- To any letting agency I may subsequently employ to manage your property.
- To the Police in the event of a suspected crime.
- I may also need to share information with solicitors, agents, mortgage brokers, financial advisors, court agents, surveyors, valuers and/or new owners should I decide to sell the property or enter into a joint venture or merge with another business.

Where I hold your data

Your data is held in password-protected and encrypted computer system, iCloud and OpenRent or such other tenant find and referencing portal that I use from time to time. I may also hold some data on paper, for instance original copies of documents.

Your data will be mainly held within the UK. If I use a cloud storage service or if one of the services or third party contractors used by me stores data in a cloud server, outside of the UK, this will only be in circumstances where safeguards have been put in place for its protection, in compliance with Data Protection legislation in the UK.

How long I will hold your data

I am entitled to retain your data for up to 12 years (where your tenancy has been signed as a deed) or otherwise up to 7 years after the end of your tenancy. This is in case of legal issues arising or in case I am required to provide information to HMRC or for some other official reason.

After this period of time has ended you will be entitled to ask me to delete your data from our systems and any data processors.

I have used to store your data.

I will delete your information from my computer systems if your application to become a tenant is unsuccessful.

Your rights

You have the right to do the following:

- Ask for a copy of the information I hold about you in our records
- Ask me to correct any inaccuracies in the information I hold
- Ask me to stop sending you any marketing information, and
- Delete your personal data from our systems, subject to my right to retain information under the tenancy agreement or where I have a legitimate interest in retaining it or as required under law.

If you would like to exercise any of your rights above, please contact me at lynda@latimer.me.uk

Further, if after first making a complaint to me, you consider that I have not dealt with your data correctly, you have the right to complain to the [Information Commissioner's Office](#).

Updating this notice

I last updated this notice in September 2025. I update the notice from time to time to reflect any changes I may make in how I use your data or any changes in Data Protection law or practice.