



# Tenant Application Form

Alan Cooke Estate Agents

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[rentals@alancooke.co.uk](mailto:rentals@alancooke.co.uk)

382 Harrogate Road, Moortown, Leeds, LS17 6PY

# Application for Tenancy with Alan Cooke Estate Agents

Your application to rent through Alan Cooke Estate Agents will proceed through the following stages:

## APPLICATION STAGE

1. You must submit a fully completed and signed application form. Incomplete information will prevent or delay your application.
2. You must provide two forms of authorised ID, including a photo ID. In most cases, a valid passport would suffice for one such form.
3. All adult, non-UK nationals, including EEC citizens, must provide evidence of their legal **Right to Rent** in the UK. This can be a valid visa document or via an online **share code** issued by the UK Home Office. Further information at: [www.gov.uk/prove-right-to-rent](http://www.gov.uk/prove-right-to-rent).
4. Your application will be presented to the property's landlord in consideration with other applications.

**All ID, Visa and Right to Rent documents must be originals and be directly presented to our office in person for verification. Scanned, photo or digital copies will not be accepted.**

## REFERENCING STAGE

5. If your initial application is successful, we invite you to submit further references to support your application. Please note that accepting your application form is not an offer of tenancy but is subject to further references.
6. **Holding Deposit:** To proceed further, you must pay a holding deposit of one week's rent and sign a **Holding Deposit Agreement**. The holding deposit is your commitment to the process and will be used in full to contribute towards your first rent payment if the tenancy is successful. Unsuccessful applicants will be entitled to a full refund of the holding deposit. However, you will **forfeit the ability to receive a refund** of the holding deposit if you withdraw your interest to rent, provide false or misleading information in your application, or fail to meet the Right to Rent status requirements.
7. **Employment Reference:** In order to determine your ability to pay rent throughout the tenancy term, we kindly request a formal reference from your employer that provides details of your employment and salary. If you are a retired or self-employed tenant, please provide further information about your monthly income or pension. Typically, we require evidence of net monthly income to be at least **three times** the rent amount. For instance, for a monthly rent of £1,000, the tenant's total net monthly income should be at least £3,000. If this requirement is not met, a referenced **UK Guarantor** can be selected to sign the tenancy agreement and will be legally obliged to pay any outstanding rent. In addition, tenants may be asked to make lump-sum rent payments for six or twelve months if their monthly income is insufficient.
8. **Credit Assessment Check:** Your information will be shared with our affiliated referencing agency, **LetAlliance**. They will then request additional information via email.
9. **Additional References:** In order to ensure that you can uphold the terms of the tenancy agreement, we will need additional references from other sources. These may include references from previous landlords or other professionals with whom you have had contact.

## SUCCESSFUL APPLICATIONS

If we are satisfied that you can adhere to the terms of the tenancy agreement, we then would confirm the dates and payments required to start the tenancy.

**You may send your completed application form to:**

**Alan Cooke Estate Agents,  
382 Harrogate Road,  
Moortown,  
Leeds, LS17 6PY**

**or email a copy to: [rentals@alancooke.co.uk](mailto:rentals@alancooke.co.uk)**

# Tenant Application Form



Please return the completed form to :  
 Alan Cooke Estate Agents, 382 Harrogate Road, Moortown, Leeds, LS17 6PY  
 or email a scan to : rentals@alancooke.co.uk

## Property Applying for

Property Address			
Monthly Rent		Deposit	
Tenancy Start Date		Initial term (months)	

## Occupant Details

Please give the names of all adult tenants who will be occupying the property below:

### Applicant 1: Details

Title	<i>Mr/Mrs/Miss/Ms</i>
First name	
Last name	
Date of birth	
Contact phone no	
Email	
Nationality	
Current address	
Postcode	
Time at this address	

Please provide 3 years address history below:


Current address status (tick box)

Homeowner       Private tenant  
 Council tenant       Living with parents/friends  
 Other:

### Applicant 2: Details

Title	<i>Mr/Mrs/Miss/Ms</i>
First name	
Last name	
Date of birth	
Contact phone no	
Email	
Nationality	
Current address	
Postcode	
Time at this address	

Please provide 3 years address history below:


Current address status (tick box)

Homeowner       Private tenant  
 Council tenant       Living with parents/friends  
 Other:

How many children under the age of 18 will be living at the property?

### Current Landord: Details

Name	
Email	
Address	
Postcode	
Contact no	
Rent amount	

### Current Landord: Details

Name	
Email	
Address	
Postcode	
Contact no	
Rent amount	

**Employment: Details****Employment status**

<input type="checkbox"/> Full time employed	<input type="checkbox"/> Part-time
<input type="checkbox"/> Temporary contract	<input type="checkbox"/> Student
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Not working/retired

For self-employed, please provide contact details of your accountant.

**Company****Position****Address****Salary****Length of employment****Name of contact****Email****Contact no****Employment: Details****Employment status**

<input type="checkbox"/> Full time employed	<input type="checkbox"/> Part-time
<input type="checkbox"/> Temporary contract	<input type="checkbox"/> Student
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Not working/retired

For self-employed, please provide contact details of your accountant.

**Company****Position****Address****Salary****Length of employment****Name of contact****Email****Contact no****Next of Kin: Details****Name****Address****Contact No****Next of Kin: Details****Name****Address****Contact No****Additional Information****Are you wanting to smoke, at any time, within the property?** YES NO**Please provide details of all animals/pets that may stay, at any time, during the tenancy.****DECLARATION**

By signing below, I believe the information provided here to be true and I authorise Alan Cooke Estate Agents to:

- Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.
- Use the information obtained with third parties to assess credit ratings for fraud prevention and tracing / debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 2018.
- Request any information from my employer that may be relevant to confirming my eligibility for tenancy of the above property. This must include information concerning salary details, confirmation of the start of employment and contract length.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that all persons who will be occupying the property will need to demonstrate that they have the right to rent and that checks on my/their immigration status will need to be carried out.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until all applicants have been qualified and have signed the tenancy agreement.

I give my consent that correspondence and information obtained can be shared with other relevant parties, such as the Landlord.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under Ground 17 of the Housing Act 1996.

**Signature****Applicant signature****Print Name****Date****Signature****Applicant signature****Print Name****Date**