



Tenancy Application Form

Tenancy Address for which applied: _____

Title: _____ Given Name: _____ Surname: _____

Date of Birth: ____/____/____ Mobile: _____ Are you the lead tenant: Yes No

The lead tenant is the first name on the contract and the person who will be responsible for administering the deposit return at the end of the tenancy)

Form of ID: Driving licence Passport (Make sure a photo of this ID is emailed to info@abodeleeds.co.uk)

Email: _____ Permanent Address: _____

Current Term Time Address (if applicable): _____

Name of Next of Kin: _____

Address of Next of Kin: _____

University: _____ (or Place of Work: _____)

Course of Study: _____ (or Position: _____)

Student ID Number: _____ (or Duration of Employment: _____)

Abode will need to send a guarantee document to a nominated person. This person is usually the same person as the next of kin, but can be different – please let us know the name, email and number of that person and we will sent it out to them on your behalf:

Intended Guarantor's Name: _____

Intended Guarantor's Email: _____ Intended Guarantor's Mobile: _____

Do you want to go Bills-Inclusive: Yes No (Bills-Inclusive contracts get sent out closer to the tenancy start date)

All this information is stored in accordance with our privacy policy: (www.abodeleeds.co.uk/privacy-and-gdpr/).

We will only retain your information for as long as is necessary for the purpose(s) for which we originally collected it.

This information will be shared with the landlord as named on your tenancy agreement.

This information will not be used for marketing purposes.

In order to provide a satisfactory service to our tenants, sometimes it is necessary to share your contact information with 3rd party contractors for works or maintenance at your tenancy address.

(For example, we may share your name and mobile number with a plumber, so they can arrange a visit to your property to fix a shower).

By signing this document, you are consenting to Abode sharing your name, mobile number and email address with such individuals and/or organisations.

I, the above named, understand and declare that the information supplied above is correct and that I will provide, in a timely manner, any corrections where necessary during the term of my tenancy.

Signed: _____ Date: ____/____/____