



## TENANCY QUESTIONNAIRE

	YES	NO
1. Do you have the available funds to pay the deposits?		
2. Do you have the available funds to pay 4 weeks rent in advance?		
3. Are you in receipt of Housing Benefit?		
4. Are you claiming disability allowance?		
5. Do you have any pets?		
6. Do you agree to keep all décor as it is and paint as required?		
7. Can you supply a passport photograph if successful?		
8. Are you aware that any deposit refunds will be paid 30 days after leaving the property?		
9. Are you aware that you must give a minimum of 8 weeks notice on terminating the tenancy?		
10. Are you aware that any service call outs will incur a charge if found to be your fault?		
11. Are you aware that the inventory on the property must be returned within 48 hours?		
12. Are you aware that the details of service supplies & emergency numbers are on the reverse of the flat door?		

### Please Note:

Applications will only be considered once an initial fee of £70 has been paid.

This fee will be used to guarantee the administration costs of processing the application.

A further £30 will be required on securing the property to cover the cost of deposit insurance.

Tenant: .....

Date: .....

Signature: .....



## GROUP MAC Tenancy Application Form Date

**Property:** .....

**Required:** ..... / ..... / 20 **Term:** .....

Surname: ..... First name(s): ..... Title: .....

Marital Status: ..... Maiden Name: ..... Age: .....

Telephone: ..... Mobile: ..... Date of Birth: ..... / ..... /19

SOLE APPLICANT / MAIN APPLICANT / RELATION TO MAIN APPLICANT: .....

*Current  
Address:*

*Name and  
Address  
of current  
\* Landlord /  
Mortgagor:*

How long have you lived at this address?  
..... years ..... months

Telephone: .....

Is this property owned or rented? \* owned / rented

Ref Number: .....

*Previous  
Address  
(if less than  
5 years at  
current  
address):*

How long did you live at this address?  
..... years ..... months

*Name and  
Address  
of previous  
\* Landlord /  
Mortgagor:*

Telephone: .....

Ref Number: .....

**Please attach an up to date  
passport size photograph**

PHOTO

Passport No: .....

NI Number: .....

### Employment Details

\* employed / self-employed / limited company / unemployed

*Name and  
Address of  
\* Employer /  
Business /  
Company:*

Telephone: .....

Fax: .....

Email: .....

Job Title: .....

Start Date: .....

Salary (basic) p.a. ....



## Tenancy Application Form (Page 2)

**Applicant:** .....

### Bank Details

*Name and  
Address of  
Bankers:*

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Telephone: .....

Fax: .....

Email: .....

A/c Name: .....

Sorting Code: 

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A/c Number: 

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### Next of Kin

*Name and  
Address of  
next of kin*

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Telephone: .....

Email: .....

Relationship: .....

*Name and  
Address of  
Close Relation:*

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Telephone: .....

Email: .....

Relationship: .....

### Declaration

If your application is successful will the property be your only or principal residence?..... YES / NO  
Do you smoke?..... YES / NO  
Have you ever been declared bankrupt? \*See Note 1..... YES / NO  
Have you ever been served with a Repossession order? \*See Note 1..... YES / NO  
Have you ever had a Court Order made against you for non-payment of debts? \*See Note 1. ....YES / NO  
Have you ever had a criminal conviction? \*See Note 1. .... YES / NO

**Note 1: If you answered "YES" please give details overleaf.**

- All tenants are required to pay their rent by Direct Debit. If you do not have a bank account your application may have to be refused.
- Cleaning of the communal areas will be carried out by Group Mac at least twice a month. In certain cases we may make a weekly charge for this. If we do, you will be notified in writing prior to your next rent day.
- Please note that where there are car parking spaces there is a charge for their use. If a space becomes available you will be offered its use for a weekly rent of £10. A Deposit of £40 will be needed to cover padlock & keys.  
We require FOUR Weeks notice if you wish to give up the car parking space.
- Rent must be kept in advance.
- We will hold 3 sets of keys to the property. These keys are used in emergencies and occasions where we need access either for inspection or maintenance. If the locks are changed on any occasion you must supply us with 3 copied sets immediately.
- All paintwork must be kept clean and tidy. If any paintwork needs to be touched up we can supply the paint to match at your cost. The colour scheme within the property must not be changed (without prior written permission).
- If there are any call-outs for (faulty boilers) etc and no fault is found, an administration charge will be made.
- No new occupants are allowed to take up residence in the property without prior written approval.  
Failure to do so may result in the termination of the tenancy.

### 9. WE DO NOT ALLOW ANY PETS IN OUR PROPERTIES.

**10. Group Mac Holdings carry out inspections 2-3 times a year. You will be notified of this in writing at least 2/3 days before the visit.**

I confirm that the details contained in this form are correct and complete to the best of my knowledge. I understand that if I give false or incomplete information my application may be declined.

I hereby authorise you to make such enquiries as you consider necessary in connection with this application.

Signed ..... Date .....