

Application Form

Please complete all details requested in this application form in block capitals, this will enable us to process your application thoroughly. We require an application for every person over the age of 18 who will be residing at the property. Once all forms are completed please email to lettings@waltonandhipkiss.co.uk or post to Walton and Hipkiss Limited, 111 Worcester Road, Hagley, Stourbridge, DY9 0NG

Address of Property
applying for:

Personal Information	Title	
	First Name	
	Middle Names	
	Surname	
	Full Correspondence Address	
	Contact Telephone Number	
	Email Address	
	Date of Birth	
	National insurance Number	
	Nationality	
	Resident in the UK from when?	
	Marital Status	Single / Married / Separated / Living with partner Other _____ Please specify
	Residential Status	Home Owner / Private Tenant / Council Tenant / Living with Relatives Other _____ Please specify
	If you are a tenant: Contact details for landlord or letting agent	Name: Contact Telephone number:
	Employment Status	Employed / Self Employed / Un-Employed / Student / Independent Means
	Approximate YEARLY income	£
	Name of Company/Employer	
	Position Held	
	Period of employment in your current job	
	Full or Part Time	
	Permanent or Temporary	

All applicants will be required to present their passport or driving licence to our Hagley office as proof of identity and nationality. We also require one further form of identification to confirm your current address. Copies of the original will not be accepted. This will not be required until the landlord has agreed to proceed with your application.

We require by law to request a next of kin address which will be used for the purpose of post tenancy

Next of Kin Information	Full Name	
	Full Correspondence Address	
	Contact Telephone Number	
	Email Address	

Guarantor Details (If required)	Full Name	
	Full Correspondence Address	
	Contact Telephone Number	
	Email Address	

General Information	
Do you have any children?	YES / NO Ages:
Do you have any pets?	YES / NO Please specify:
Are you a smoker?	YES / NO
Do you have convictions (other than driving offences)?	YES / NO
Have you ever been bankrupt or insolvent?	YES / NO
Has a county court judgment ever been registered against you?	YES / NO
Have you ever applied for an individual voluntary agreement?	YES / NO
Have you ever been subject to a debt management plan?	YES / NO
IF YES TO ANY OF THE ABOVE PLEASE GIVE DETAILS	

Why are you looking to move home?	Please specify:
Are you looking for a short term or long term rental?	6 months only / 6 to 12 months / Around a year / Please specify_____
Where did you hear about Walton and Hipkiss/see the property?	Our own Website / Rightmove / On The Market / Newspaper / To Let Board Other – Please specify_____

Thank you for taking the time to fill out the form, if you have any questions please call us on 01562 886688.

As soon as we have some information in regards to you application we will be in contact.