

Tenant Application

Thank you for choosing Sidney & Co. Please complete every section in BLOCK CAPITALS using black ink, or type directly. Incomplete forms will delay referencing. All applicants aged 18+ must complete a separate form.

Before we start

We may request a holding deposit (capped at one week's rent) to reserve a property while we verify your identity and Right to Rent, instruct referencing, and prepare the tenancy. The holding deposit is credited to your first month's rent on move-in.

SECTION 0 · GUIDANCE NOTES FOR COMPLETION

- Complete every section in BLOCK CAPITALS using black ink, or type directly into the PDF. Do not leave blanks — write 'N/A' where a question does not apply.
- A separate form must be completed by every applicant aged 18 or over who will live at the property, including non-financial occupants (for Right to Rent purposes).
- Guarantors (where required) must complete their own form and provide the same supporting documents as an applicant.
- Answer all questions honestly — providing false or misleading information may result in forfeiture of your Holding Deposit under Schedule 2 of the Tenant Fees Act 2019 and may constitute an offence under the Fraud Act 2006.
- Return the completed form together with the supporting documents listed below to enquiries@sidneyandco.com or hand them in at either office. Incomplete submissions will delay referencing.
- If you have adverse credit, gaps in employment, or any other matter you would like us to understand in context, please tell us in Section 8 — early disclosure helps us present your application to the landlord.

SECTION A · SUPPORTING DOCUMENTS REQUIRED

In all instances we require the following four items from every applicant (and every guarantor). Please supply clear colour copies; originals will be sighted at your appointment.

Document	Requirement
1. Photographic ID	See the ID matrix below — the documents required depend on your nationality and Right to Rent status.
2. Proof of current address	Dated within the last 3 months — utility bill (gas, electricity, water), Council Tax bill, bank/building society statement, or HMRC/DWP correspondence. Mobile phone bills are not accepted.
3. Proof of income	See the income matrix below — the documents required depend on whether you are employed or self-employed.
4. Last month's bank statement	Full statement (not a screenshot) showing your name, account number, salary/income credits and regular outgoings. Online-bank PDFs are accepted.

ID & Right to Rent — required documents by nationality

Nationality / status	Acceptable documents (one from list)
British & Irish citizens	Current UK or Irish passport; or UK birth/adoption certificate plus a photographic driving licence; or a certificate of naturalisation/registration as a British citizen.
EU / EEA / Swiss citizens	EU Settlement Scheme share code (starts with a letter, valid 90 days) generated at gov.uk/prove-right-to-rent, plus your passport or national ID card.
Non-UK / non-EEA nationals	Home Office share code confirming Right to Rent, plus passport; or Biometric Residence Permit (BRP/BRC); or current visa endorsement in a valid passport.
Time-limited Right to Rent	Where your right to remain is time-limited, we are required to carry out follow-up checks before it expires.

Proof of income — required documents by employment type

Your situation	Acceptable documents
Employed (PAYE)	Your last 3 months' payslips, plus most recent P60 or a signed employer reference/contract of employment confirming role, salary and start date.
Self-employed	Most recent SA302 tax calculation and Tax Year Overview from HMRC (last 2 years preferred), or full accounts prepared by a qualified accountant, plus the accountant's contact details for verification.
Company director	As self-employed, plus latest company accounts and confirmation of drawings/dividends.
Retired	Pension statement(s) and/or annuity confirmation showing gross annual income, plus most recent bank statement showing pension credits.
Student	Unconditional university offer/enrolment letter and a UK-based guarantor (who will supply the employed/self-employed documents above).

Missing a document?

If you cannot supply a document listed above, please contact us before submitting your application on 0151 707 8727 or 01942 950490 — we can often accept a reasonable alternative in line with Home Office and referencing-provider guidance.

SECTION 1 · PROPERTY APPLIED FOR

Property Address

Monthly Rent (£)

Preferred Move-in Date

Tenancy Length

SECTION 2 · PERSONAL DETAILS

Title

Full Legal Name

Date of Birth

Nationality

National Insurance No.

Mobile

Email

Right to Rent Status

ID Document & Number

Right to Rent

In accordance with the Immigration Act 2014, we are required to verify the Right to Rent of every occupier aged 18+. Please bring original ID (passport, BRP, or share code) to your appointment.

SECTION 3 · ADDRESS HISTORY (LAST 3 YEARS)

Address 1

Address

From (MM/YYYY)	To (MM/YYYY)	Landlord / Agent	Contact Tel
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Address 2

Address

From (MM/YYYY)	To (MM/YYYY)	Landlord / Agent	Contact Tel
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Address 3

Address

From (MM/YYYY)	To (MM/YYYY)	Landlord / Agent	Contact Tel
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SECTION 4 · EMPLOYMENT & INCOME

Employment Status	Job Title	Gross Annual Salary (£)
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Employer Name	Employer Address
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Start Date	Contract Type	HR / Payroll Contact
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Additional Income (£/yr)	Source of Additional Income
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SECTION 5 · GUARANTOR (IF REQUIRED)

Full Name

Relationship to Applicant

Address

Telephone

Email

Gross Annual Income (£)

SECTION 6 · OTHER OCCUPANTS

Please list everyone who will live at the property, including children.

Full Name

Date of Birth

Relationship

Full Name

Date of Birth

Relationship

SECTION 7 · PETS

Your right to request a pet

Under the Renters' Rights Act, tenants have the right to request a pet and landlords may not unreasonably refuse. All pet requests are considered case-by-case and require landlord consent.

Pet type & breed

Age

Neutered? (Y/N)

SECTION 8 · ADDITIONAL DISCLOSURES

Adverse credit / CCJs / bankruptcy? (Y/N — details below)

Have you ever been evicted? (Y/N — details)

Smoker? (Y/N)

Anything else we should know?

SECTION 9 · NEXT OF KIN / EMERGENCY CONTACT

Full Name

Relationship

Telephone

Email

Address

SECTION 10 · BANK DETAILS (FOR STANDING ORDER)

Account Holder

Bank / Building Society

Sort Code

Account Number

SECTION 11 · HOLDING DEPOSIT & PERMITTED PAYMENTS

Statutory notice

In accordance with the Tenant Fees Act 2019, the only payments we can lawfully request are: (a) rent; (b) a refundable tenancy deposit (capped at 5 weeks' rent where annual rent is under £50,000, or 6 weeks' rent where annual rent is £50,000 or more); (c) a refundable holding deposit (capped at one week's rent); (d) payments associated with early termination; (e) payments for utilities, communication services, TV Licence and Council Tax; and (f) a default fee for late payment of rent or replacement keys. Under the Renters' Rights Act, landlords cannot require more than one month's rent in advance before the tenancy begins. The Holding Deposit will be credited toward your first month's rent on successful move-in, or refunded in accordance with Schedule 2 of the Act. It may be retained where the applicant provides false or misleading information, fails Right to Rent checks, withdraws, or fails to take reasonable steps to enter the tenancy within the Deadline for Agreement (15 calendar days unless otherwise agreed).

Holding Deposit Paid (£)

Date Paid

Payment Method

SECTION 12 · DATA PROTECTION & PRIVACY NOTICE

Sidney&Co Limited (ICO Registration ZA064033) is the Data Controller for the personal information you provide. We process your data to: assess your tenancy application, carry out identity and Right to Rent checks, obtain references and credit checks, comply with our legal obligations (including anti-money-laundering under MLR 2017), and — where a tenancy is agreed — administer the tenancy. Our lawful bases are contract, legal obligation, and legitimate interests (fraud prevention and business administration). We share data with referencing providers, deposit schemes, the landlord, and — where required — public authorities. Data is retained for up to 6 years after any tenancy, or 12 months for unsuccessful applications, then deleted. You have rights of access, rectification, erasure, restriction, portability and objection; you may also lodge a complaint with the Information Commissioner's Office (ico.org.uk). Our full Privacy Policy is available at sidneyandco.com/privacy.

SECTION 13 · APPLICANT DECLARATION

I / We confirm and agree to each of the following:

1. The information provided in this application is true, complete and accurate to the best of my knowledge.
2. I consent to Sidney & Co and its appointed referencing provider carrying out identity, Right to Rent, credit, employment and previous-landlord checks.
3. I understand that providing false or misleading information may result in withdrawal of any offer, forfeiture of the holding deposit under Schedule 2 of the Tenant Fees Act 2019, and may constitute an offence under the Fraud Act 2006.
4. I have read and understood the Data Protection & Privacy Notice in Section 12 and consent to the processing of my personal data as described.
5. I acknowledge that this application is subject to satisfactory references, successful Right to Rent verification, and landlord approval, and does not itself create a tenancy.

Signature

Print Name

Date

SECTION 14 · FOR OFFICE USE ONLY

ID Verified By

Date

Right to Rent Method

Referencing Provider

Reference No.

Decision

Notes