APPLICATION FORM 2026

Premier Property Management Ltd

WhatsApp 07967 388350 | info@premier-let.co.uk | www.premier-let.co.uk

PROPERTY & APPLICATION DETAILS

Property address applied for	
Proposed tenancy start date	
Main contact number	
Email address	
Vehicle registration (if applicable)	

Main source of income for the rent ☐ Employment ☐ Self-employment ☐ Benefits ☐ Pension ☐ Savings / other

APPLICANT - PERSONAL DETAILS

Full name (including middle names)	
Previous / other names (if applicable)	
Date of birth	
Current address	
Address continued	
Postcode	
Length of time at this address	
Current rent / mortgage per month	
Notice required (if renting)	

Current housing status ☐ Owner ☐ Rented ☐ Living with family ☐ Other

NEXT OF KIN / EMERGENCY CONTACT

Full name	
Relationship	
Address	
Postcode	
Mobile number	
Other contact number	

RIGHT TO RENT

Every adult aged 18 or over who will use the property as their only or main home must complete a Right to Rent check.

Evidence ☐ British / Irish passport ☐ Share code ☐ Other document ☐ Need help

Share code _____ DOB _____

ADDRESS & INCOME DETAILS

Applicant

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ADDRESS HISTORY - LAST 3 YEARS

If you have lived at your current address for less than 3 years, please provide enough previous addresses to cover the full 3-year period.

Previous address 1

Address	
Postcode / dates lived there	

Housing status ☐ Owned ☐ Rented ☐ Living with family ☐ Other

Rent / mortgage paid per month	
Landlord / agent name & contact (if rented)	

Previous address 2

Address	
Postcode / dates lived there	

Housing status ☐ Owned ☐ Rented ☐ Living with family ☐ Other

Rent / mortgage paid per month	
Landlord / agent name & contact (if rented)	

Previous address 3

Address	
Postcode / dates lived there	

Housing status ☐ Owned ☐ Rented ☐ Living with family ☐ Other

Rent / mortgage paid per month	
Landlord / agent name & contact (if rented)	

INCOME / BENEFITS

Do you currently receive Universal Credit? ☐ Yes ☐ No

Universal Credit received - amount / frequency	
Housing costs element (if applicable)	

Housing costs paid direct to landlord? ☐ Yes ☐ No

Housing Benefit - amount / frequency	

Other regular benefits or income

Income / Benefit	Amount	Frequency

SUPPORTING DOCUMENTS

Please refer to the separate HOW TO APPLY - 2026 guide for the full document checklist and WhatsApp PDF instructions.

EMPLOYMENT & REFERENCES

Applicant

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EMPLOYMENT DETAILS

Employment status ☐ Full-time ☐ Part-time ☐ Casual / zero-hours ☐ Self-employed ☐ Not employed ☐ Retired

Job title / occupation	
Employment start date	
Gross earnings / frequency	
Employer / business name	
Employer address	
Postcode	
Contact telephone	
Email for employment reference	

PREVIOUS EMPLOYMENT

If you have been in your current employment for less than 6 months, please give previous employment details in the Additional Information section on the next page.

CURRENT / MOST RECENT LANDLORD OR LETTING AGENT

Landlord / agent name	
Property address rented	
Rent paid per calendar month	
Tenancy start date	
Email for landlord reference	
Contact telephone	

DOCUMENTS TO PROVIDE

Please refer to the separate HOW TO APPLY - 2026 guide for the full document checklist, including the most recent 3 months of bank statements and, where applicable, the last 3 monthly Universal Credit statements.
The guide also explains how to save documents as PDFs and send them to us by WhatsApp.

HOUSEHOLD BASICS

Do you have any pets? ☐ Yes ☐ No

If yes, please give full pet details	

HOUSEHOLD & ADDITIONAL INFORMATION

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HOUSEHOLD & ADDITIONAL QUESTIONS

Will anyone smoke or vape inside the property? ☐ Yes ☐ No

Total occupants (including you)	
Occupant 1 - full name and age	
Occupant 2 - full name and age	
Occupant 3 - full name and age	
Occupant 4 - full name and age	

Any CCJs, IVAs, bankruptcy or other adverse credit? ☐ Yes ☐ No

If yes, brief details

Have you ever been in rent or mortgage arrears? ☐ Yes ☐ No

If yes, brief details

ADDITIONAL INFORMATION

Please use this space for previous employment details or anything else you would like us to know.

DECLARATION & SIGNATURE

Applicant

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HOW WE USE, STORE & SHARE YOUR INFORMATION

We will keep a copy of this completed application form and the supporting documents you provide as part of our property management records. Electronic copies may be stored in secure cloud-based filing systems used by Premier Property Management, including Dropbox, with access restricted to authorised persons.

We use your information to assess your application, obtain and verify references, carry out appropriate identity, affordability and credit checks, meet legal obligations and, if a tenancy is granted, administer and manage the tenancy. Where reasonably necessary, relevant application information and supporting documents may be shown or provided to the owner / landlord of the property so they can consider the application or for tenancy management purposes.

If a tenancy is granted, we may share only the contact details reasonably needed with contractors, tradespeople or service providers to arrange repairs, maintenance, safety checks, inspections or access. We will only share information where there is an appropriate lawful basis and only what is reasonably necessary for the purpose. Records will be kept only for as long as needed for application handling, tenancy management, legal, accounting, regulatory or dispute-resolution purposes.

APPLICANT DECLARATION & ACKNOWLEDGEMENTS

I confirm that the information I have provided is true and complete to the best of my knowledge. I understand that Premier Property Management Ltd may verify information supplied, including by contacting employers, landlords, letting agents, accountants and referees, and may carry out appropriate affordability, identity and credit checks.

- ☐ I authorise Premier Property Management Ltd to contact the employers, landlords / agents, accountants and referees named in this application to obtain or verify references.
- ☐ I understand that relevant application information and supporting documents may be shown or provided to the property owner / landlord where reasonably necessary to assess my application or manage a tenancy.
- ☐ I understand that, if a tenancy is granted, my name, phone number and email address may be shared with contractors, tradespeople or service providers where reasonably necessary to arrange repairs, maintenance, safety checks, inspections or access at the property.
- ☐ I confirm that I have provided accurate information and will notify Premier Property Management Ltd if anything changes before the tenancy begins.

ELECTRONIC SIGNATURE

Print name	
Electronic signature - type your full name	
Date	

By typing your full name in the Electronic Signature box above, you confirm the declaration and acknowledgements above and intend this to act as your electronic signature.

NEED HELP? PLEASE DO NOT WORRY

If you need help completing this form or supplying, downloading or converting documents to PDF, please contact us.
A home visit can be arranged to help with the application and supporting documents.
Please refer to the HOW TO APPLY - 2026 guide for the document checklist and PDF instructions.