

## Application Form

<b>Tenant Full Name:</b> _____	<b>Contract Start Date:</b> _____
<b>Gender:</b> <i>optional – for accommodation allocation and safeguarding purposes only</i> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other (please specify) _____ <small>Not used for discriminatory purposes</small>	<b>Contract End Date:</b> _____
<b>Mobile Number:</b> _____	<b>Email address:</b> _____
<b>National Insurance No *:</b> _____ <small>* (if required solely for credit referencing and identity verification purposes)</small> <small>In the case of joint-applicants, each joint-applicant must complete and submit a separate application form.</small>	<b>Date of Birth:</b> ____ / ____ / ____

Data Protection Notice: The information provided in this application form is collected for accommodation management, assessment, and referencing purposes only. It will not be used for discriminatory purposes and will be handled fairly, lawfully, and transparently in accordance with applicable equality legislation. All personal data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**Current Housing Status:**

\_\_\_\_\_

\_\_\_\_\_

Own  
 With parents/guardians  
 Rent (private)  
 University accommodation  
 Other (please specify): \_\_\_\_\_

**Dates at current address:**

**From:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **To:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**To be completed if renting**

**Current Landlord Name:** \_\_\_\_\_

**Current Landlord Address:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Required Documents** *(please tick as applicable):*

Photo ID (passport preferred)  
 Admission Letter  
 Proof of Address  
 Visa / BRP (if applicable – for Right to Rent compliance)  
 Guarantor Proof of Address *(if required)*

**Subject of Study + Level:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**University / College Name + Address:** \_\_\_\_\_

**College Tel:** \_\_\_\_\_ **College email:** \_\_\_\_\_ **Dates From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Statement Of truth and authorisation:** I confirm that:

I am 18 years of age or over.  
 The information provided in this application is true, complete, and accurate.  
 No person other than those disclosed in this application will reside at the property.  
 I have not knowingly misrepresented or failed to disclose any material information relevant to this application.

*I understand that providing false or misleading information may result in my application being rejected or any tenancy granted being terminated in accordance with the tenancy agreement and applicable law. I hereby authorise Hartley Hall of Residence Ltd to:*

process my personal data for the purposes of assessing and administering this application;  
 carry out referencing and Right to Rent checks;  
 contact my current or previous landlord, university/college, referee, or other relevant parties for verification and referencing.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Guarantor's Agreement

I, ....., agree to act as Guarantor for the Tenant named below and hereby guarantee the payment of rent and the performance of all obligations under the Tenancy Agreement.

**Tenant's Name:** \_\_\_\_\_

who is taking over the tenancy of (**property address**):

**Room \_\_\_\_\_ (if known), Hartley Hall of Residence,**

**61A Brantingham Road, Whalley Range, Manchester, M16 8PA**

beginning from the date of ...../...../..... until and including the date of ...../...../.....

*As Guarantor, I unconditionally and irrevocably agree to guarantee the above-named Tenant's full compliance with all obligations under the Tenancy Agreement, including but not limited to the payment of rent and any other costs arising from breaches of the Agreement. This guarantee shall remain in force for the full fixed term of the Tenancy and any statutory continuation, renewal, or lawful extension of the Tenancy, unless the Guarantor is expressly released in writing by the Landlord.*

*I confirm that I have read and understood the terms of the Tenancy Agreement and accept full legal responsibility as outlined above.*

**Guarantor Address:**

Time at this Address:

If less than 3 Years, please give previous address:

**Tel. Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

**Property held as:** Owner / Private Tenant / Council Tenant \*

**Guarantor's Employment details:** (if self-employed, details of Accountant and bank Manager)

**National Insurance Number** (if required solely for credit referencing and identity verification purposes):

**Guarantor's Form of ID:** Driving Licence (**copy**) / Passport (**copy**) \*

**Signed by the Guarantor:**

**Date:** ...../...../.....

All personal data provided in this Guarantor's Agreement will be processed fairly, lawfully, and transparently for referencing and tenancy administration purposes in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

\* delete as appropriate