

INDIVIDUAL REFERENCE APPLICATION

FOR COMPLETION BY AGENT			
Total Number of Applicants & Guarantors		Proposed Tenancy Start Date	/ /
1st Line Property Address		Post Code	
Tenancy Initial Term (Months)		Total Rent pcm	£

APPLICANT (TENANT) PERSONAL DETAILS										FOR COMPLETION BY APPLICANT	
Title		First Name(s)		Surname							
Previous Surname(s) if any				Alias(es)							
Date of Birth	/	/	National Insurance Number (or equivalent)								
Current Address:										Post Code:	
Current Status:	Owner	Private Tenant	Council Tenant	Living with Friends or Family							
Period at Current Address	Years	Months	Current Rent PCM	£	Housing Benefit	Yes / No					
Reason for Departure											
Daytime Tel. No.			Mobile No.								
Home Tel. No.			Email								
Number of Children (under 18)		Age(s)	Pets (list any)								
Smoker	Yes / No	Any Criminal Convictions or Previous Evictions		Yes / No	Poor Credit including CCJ's, IVA or Bankrupt (please give details on back of form)					Yes / No	
Name of Bank			Branch Address								
										Post Code	
Name on Account				Acc. No				Sort Code			
Next of Kin (excluding spouse)						Relationship					
Next of Kin Current Address:										Post Code:	

CURRENT LETTING AGENT, LANDLORD OR COUNCIL - PLEASE PROVIDE COPY CURRENT TENANCY AGREEMENT									
Name:									
Address									
Post Code									
Tel No.			Fax No.			Email			

PREVIOUS ADDRESSES (UP TO LAST 3 YEARS) *											
Post Code:					Post Code:						
Period at Address	yrs	mths	Date Left	/	/	Period at Address	yrs	mths	Date Left	/	/

PREVIOUS LETTING AGENT, LANDLORD OR COUNCIL - IF MOVED WITHIN LAST 12 MONTHS * (IF APPLICABLE)									
Name:									
Tel No.			Fax No.			Email			

**Continue on a separate sheet to list previous Landlords/Agents/Councils*

FINANCIAL INFORMATION (SEE ALSO 'ALL OTHER INCOME' BOX BELOW)			
Current Status:	Employed <input type="checkbox"/>	Self Employed <input type="checkbox"/>	Retired <input type="checkbox"/> Unemployed <input type="checkbox"/>
Total Salary / Gross Profit / Pension / Other Benefits per year		£	
Job Title		Start Date	/ /
Employer / Business Name			
Address:		Post Code:	
Payroll Dept. Contact Name		Tel No.	Ext.
Fax No		Email	
SELF-EMPLOYED APPLICANTS PLEASE GIVE ACCOUNTANT DETAILS - SOLE TRADERS PLEASE ALSO SUPPLY 3 MONTHS BANK STATEMENTS			
Accountant Name			
Address:		Post Code:	
Contact Name		Tel No	Ext.
ALL OTHER INCOME (INCLUDING: DETAILS OF PENSIONS / TAX CREDITS / JOB SEEKERS ALLOWANCE / CHILD BENEFIT, ETC)			

PREVIOUS EMPLOYERS - IF IN CURRENT EMPLOYMENT FOR LESS THAN 3 YEARS			
Job Title		Annual Salary	£
Start Date	/ /	Date of Leaving	/ /
Employers Name			
Address:		Post Code:	
Contact Name		Tel No	Ext.
ADDITIONAL OCCUPIERS - THOSE PERSONS OVER 18 YEARS OF AGE WHO WILL NOT BE NAMED TENANTS			

Declaration

- The signatory understands that completion of this application does not imply any commitment to making an offer of Tenancy.
- The signatory has received, read and agree to the charges and costs contained in the Tenant Information Leaflet.
- The signatory declares that statements made in this application are true and that if false will prejudice any Tenancy created.
- The signatory gives consent to the Agent or representative making confidential enquiries as to financial status.
- The signatory authorises their Bank to supply the Agent or representative with a bank reference. If there is a fee for the enquiry it will be debited to their account by the Bank
- If the references prove unsuitable or the applicant withdraws, the deposit advance will not be refundable. If the property is withdrawn a refund will be made.
- Any renewal or extension of any Tenancy Agreement created will attract fees at the prevailing rate.
- In view of the confidential information required, we regret to inform you that no explanation will be given if we are unable to provide you with the Tenancy you require.
- You will be contacted by our Credit Referencing Agency should they require any further information in order to process your application.

Applicants Signature

I confirm that this information is true and correct. I have read and agreed the above declaration and have no objection to any information I have supplied being verified by whatever means are deemed necessary.

Print Name: _____ Signed: _____

Holding Fee Paid: £ _____ Date: _____ / _____ / _____

PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION:-

PROOF OF CURRENT ADDRESS – e.g a utility bill dated within the last 2 months. (mobile phone bills not acceptable)

YOUR MOST RECENT 3 MONTHS BANK STATEMENTS