

Tenancy Referencing Application Form

Rental Property Details

Flat No _____ House No. _____ House Name _____
Street _____
Town _____
County _____
Postcode _____

Tenancy Information

No of Tenants _____ (One form to be completed per tenant)
Rent Per Month _____
Applications Share Of Rent _____
Tenancy Length _____
Tenancy Start Date _____

Applicant Details

Title: Mr Mrs Miss Dr Ms Other _____
First Name _____ Middle Name _____ Surname _____
Date of Birth _____ Sex: Male/ Female
Marital Status Single Married Divorced Separated Widower Other _____
Any Previous Surnames 1. _____ 2. _____
Mobile Tel No _____ Home Tel No _____
E-mail Address _____

Employment Details

Type: Full Time Part Time Self Employed Unemployed Student Home Maker Payment Upfront

Occupation _____ Payroll No _____ Salary _____

Employer _____

Full Address & Postcode _____

Contact Name _____

Phone No _____ Fax No _____ E-mail _____

** If self employed please supply full year of accounts, company bank statements and accountants contact details instead of employer, in space below.*

** If retired please supply pension providers contact details, pension reference no and proof of pension, in space below.*

Personal Reference

Name _____

Full Address _____

Contact No _____ E-mail Address _____

Length Of Time Known To Applicant _____

Capacity In Which Known _____

Current Address

Flat No _____ House Number _____ House Name _____

Street Name _____ Town _____

County _____ Postcode _____

Dates From _____ To _____

**If under 3 years please supply previous addresses and dates below*

Flat No _____ House Number _____ House Name _____

Street Name _____ Town _____

County _____ Postcode _____

Dates From _____ To _____

Flat No _____ House Number _____ House Name _____

Street Name _____ Town _____

County _____ Postcode _____

Dates From _____ To _____

Bank Account Details

Do You Hold A Current Account Yes No

Bank Name _____

Bank Address _____

Sort Code _____ Account Number _____

Account Name _____ Time With Bank Years _____ Months _____

How Many Credit Cards None 1-2 3-4 5+

Landlord Details

Landlord/Agent Name _____

Full Contact Address _____

Tel No _____ Fax No _____ E-mail Address _____

Previous Landlord/Agent Name _____

Full Contact Address _____

Tel No _____ Fax No _____ E-mail Address _____

Additional Information

Name Of Next Of Kin _____ Relationship _____

Contact No _____ Address _____

Will Any Of The Tenants Smoke Yes No

Will Any Children Live At The Property Yes No

* Will Tenants Have Any Pets At The Property Yes No

** If yes please supply details below*

Consent

We will use the information provided to us by 3rd parties to make decisions about your tenancy application. Agencies may supply to us, public information and/or fraud prevention information.

Information supplied to us will be used by third parties/organisations in order to

- Verify your identification for this application
- Various types of insurance as supplied by Endsleigh (our credit referencing agency)
- Check all of the applicant details supplied by you
- Assist organisations to make decisions on your tenancy application

Payment of our application fee is due when presenting this form to our office. This fee is NON refundable should the applicant fail the credit/referencing checks, or decide to withdraw from the tenancy request. Should the landlord decline the tenancy offer on other grounds other than applicant failing the referencing/credit check process the fee would be re-funded.

By signing this agreement to proceed you are accepting we may use the information provided in the ways detailed above, and to our company fee policy.

Signed _____

Print Name _____

Date _____

If you do not wish to be contacted by our 3rd party agents with reference to their specialised insurance offers for tenants in rented accommodation please tick the box