

# Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

1. Property Details (Address to be let)					OPTIONAL
<b>Property address</b>					
<input style="width: 100%; height: 20px;" type="text"/>					
<b>Tenancy period</b>	<b>Tenancy start date</b>	<b>No of applicants</b>	<b>Total rent</b>	<b>Rent for this applicant</b>	
<input style="width: 80px;" type="text"/> months	<input style="width: 100px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/> £ per month	<input style="width: 100px;" type="text"/> £ per month	

2. Applicant Details (All fields marked ** MUST be completed)					
<b>Title**</b>	<b>First name**</b>	<b>Initials</b>	<b>Surname**</b>		
<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 300px;" type="text"/>		
<b>Date of birth</b>	<b>NI Number (or overseas equivalent)</b>		<b>Gross annual salary/income</b>		
<input style="width: 60px;" type="text"/> / <input style="width: 60px;" type="text"/> / <input style="width: 60px;" type="text"/>	<input style="width: 200px;" type="text"/>		<input style="width: 150px;" type="text"/> £		
<b>Current address**</b>					
<input style="width: 100%; height: 20px;" type="text"/>					
<b>Current address (cont)</b>	<b>Postcode**</b>	<b>Time at address</b>		<b>Home telephone number</b>	
<input style="width: 180px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 60px;" type="text"/> years <input style="width: 60px;" type="text"/> months		<input style="width: 180px;" type="text"/>	
<b>Work contact number</b>	<b>Mobile telephone number</b>		<b>E-mail address</b>		
<input style="width: 180px;" type="text"/>	<input style="width: 180px;" type="text"/>		<input style="width: 200px;" type="text"/>		

3. Previous Address (If at current less than 6 years*)		
<b>Previous address</b>		
<input style="width: 100%; height: 20px;" type="text"/>		
<b>Previous address (cont)</b>	<b>Postcode</b>	<b>Time at address</b>
<input style="width: 280px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 60px;" type="text"/> years <input style="width: 60px;" type="text"/> months

3.1 Previous Address (If at current & previous less than 6 years*)		
<b>Previous address</b>		
<input style="width: 100%; height: 20px;" type="text"/>		
<b>Previous address (cont)</b>	<b>Postcode</b>	<b>Time at address</b>
<input style="width: 280px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 60px;" type="text"/> years <input style="width: 60px;" type="text"/> months

#### 4. Employment / Occupation details

<b>Employment status (e.g. permanent)</b>	<b>Name of organisation</b>	<b>Employment dates</b>	
<input type="text"/>	<input type="text"/>	From	To
<b>Position held</b>	<b>Contact name</b>	<b>Contact position</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Address</b>			
<input type="text"/>			
<b>Contact telephone number</b>	<b>Contact fax number</b>	<b>Contact E-mail address</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

#### 5. Previous/current landlord or agent

<b>Landlord/Agency name</b>	<b>Contact number</b>	<b>Fax number or E-mail address</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address of landlord/agent</b>		
<input type="text"/>		

#### 6. Character Referee (Not a relative)

<b>Referee name</b>	<b>Relation to applicant (e.g. accountant)</b>	<b>Time known</b>
<input type="text"/>	<input type="text"/>	years      months
<b>Address</b>		
<input type="text"/>		
<b>Contact number</b>	<b>Fax number or E-mail address</b>	
<input type="text"/>	<input type="text"/>	

#### 7. Guarantor

ADVANCED

<b>Guarantor's name</b>	<b>Relation to applicant</b>	<b>Contact number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>		
<input type="text"/>		

We will contact the Guarantor to obtain further information & confirm responsibilities

#### 8. Banker's Details

ADVANCED/INTERNATIONAL

<b>Account holder name</b>	<b>Account number</b>	<b>Sort code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Banker's address</b>		
<input type="text"/>		

A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE

## 9. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

ADVANCED

ID Type (e.g. passport)

Reference / Account number

Issuer (Utility only e.g. BT)

## 10. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & any applicable International privacy laws.

I authorise Rentchecks to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signed

Date

Name

## Additional Notes & Comments

Use this section to add any additional information that relates to this application (e.g. periods overseas or referee notes).

## Guidance & Information

- Section 2 must be completed. This is the minimum amount of information required to assess an application.
- Validating postcodes before submitting this form will speed up processing times (postcodeanywhere.com).
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- The applicant's verbal or signed permission **must** be obtained prior to submission.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- National Insurance number, monthly rental value and referee sections are optional. Please consult the website to establish whether you wish to include this information for processing.
- We will request a banker's written reference if required. Please be aware that we cannot guarantee that the bank will respond. Some banks may charge a fee. You will be advised in advance if this is applicable.

The information on this form can be input using the online form available at [www.rentchecks.com](http://www.rentchecks.com).

This form can be submitted for processing via fax or E-mail

The current status of submitted applications can be found on your Rentchecks.com home page following login.

Should you require further information relating to the completion of this form or The Data Protection Act, please contact us via one of the following methods.

E-mail - [apply@rentchecks.com](mailto:apply@rentchecks.com)

Tel – 0844 412 7752

Fax – 0844 412 7753