



Tenancy Application Form REFERENCE PLUS

Agent Number:

Tenant Guarantor

PLEASE COMPLETE IN **BLACK INK** & BLOCK CAPITALS
RETURN BY FAX TO **0333 0000 164**

1. TO BE COMPLETED BY LETTING AGENT ONLY

Service Required:

Full Profile

Insurance Options:

Legal Expenses & Rent Guarantee
6 Months (no excess)

Legal Expenses & Rent Guarantee
12 Months (no excess)

Credit Check*

Legal Expenses & Rent Guarantee
6 Months (1 month excess)

Legal Expenses & Rent Guarantee
12 Months (1 month excess)

Property Address:

Tenancy Period:

 months

Tenancy start date:

No. of applicants:

Total rent pcm:

 £

Rent for this applicant:

 £

Identification supplied:

ID Reference Number: (i.e. passport number)

Residency proof supplied: (i.e. utility bill)

*The following identification documents must be obtained:

- Two forms of identification; one of which must be photographic (i.e. passport or driving license)

2. PERSONAL DETAILS

Title:

Forename:

Middle Name(s):

Surname:

Date of Birth:

NI Number: (or overseas equivalent)

Gross annual salary/income:

 £

Daytime contact number:

Mobile telephone number:

Marital status: (e.g. single/married)

Email address:

Current address:

Previous address: (if less than 3 years at current)

Time at address:

years months

Postcode:

Time at address:

 years months

Status at **current** address: (please tick one)

owner with mortgage,
please give lenders name:

tenant (please provide further
details on page 2)

living with family

living with friends

owner with no mortgage

other, please specify:

Next of Kin Name & Address:

This should not be a joint tenant and should not be the property address

Next of Kin Telephone:

Relationship to tenant:

3. OTHER OCCUPIERS

Do you intend to have pets at the property? No Yes

If yes, specify animal, breed, age, name:

Children/Dependants living at the property:
Number: Ages of Children/Dependants:

Do any of the proposed occupants smoke?

No Yes

4. EMPLOYMENT/OCCUPATION DETAILS

If in current employment for less than 3 months please provide details of your previous employer in the additional information section.

Employed Self-employed Unemployed Retired Other – please specify

Occupation:

Employer/Accountants name:

Length of employment:

Employers/Accountants Address:

Payroll Number:

Contact Name/Department:

Contact position:

Contact telephone number:

Contact Fax number:

Contact email address:

Please ensure contact name/department is able to confirm salary/income details and put them on notice to receive a reference request. If in current employment for less than three months please provide previous employment details on a separate sheet.

5. CURRENT LANDLORD/LETTING AGENT DETAILS (If you are currently in rented accommodation)

Landlord/Agency name:

Contact number:

Fax number/email address:

Address of Landlord/Agent:

Current rent amount:

6. BANK DETAILS (not compulsory for guarantors)

Account holder name:

Account number:

Sort Code:

7. EXISTING FINANCIAL COMMITMENTS (not compulsory for guarantors)

Do you have any loans or overdrafts? If yes, please state below:

Lender Amount Monthly Repayment Expiry Date

Lender	Amount	Monthly Repayment	Expiry Date

Have you any credit cards or store cards? If yes, state below:

Card Company Credit limit Balance owing

Card Company	Credit limit	Balance owing

8. ADDITIONAL INFORMATION

Please provide any additional information that may be useful in the processing of your application:

Have you, your spouse or any other party to this application been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last six years? If yes, please provide details above.

Yes

No

Tenancy Deposit Protection Scheme

Please provide the name and address of the person who is paying the security deposit on this property.

Note: This is the person to whom the deposit will be returned at the end of the tenancy.

9. CONSENT DECLARATION

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.

YOUR CONSENT

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I give my consent to Rentguard Tenant Referencing to verify this information by whatever means deemed necessary. I consent to Rentguard Tenant Referencing searching information held by a credit reference agency and I understand that this search will be recorded and information relevant to this risk assessment will be passed to the managing agent or landlord of the property being applied for.

I agree that information supplied by me will be held in accordance with the Data Protection Act 1998 and understand that I have the right to request a copy of all information held about me subject to an administration fee.

THIRD PARTY REFEREES

As part of the referencing procedure we will apply to your referees for confirmation of details supplied on your application. By signing this document you give your consent for this information to be sent to us.

TO MY EMPLOYER/ACCOUNTANT:

I hereby authorise you to respond to any enquiry received from Rentguard Tenant Referencing and to provide to them confirmation of my salary/income and any other particulars of information they request in connection to this application.

TO MY CURRENT LANDLORD/LETTING AGENT:

I hereby authorise you to respond to any enquiry received from Rentguard Tenant Referencing and to provide to them details of how I have conducted my tenancy, including my payment history and condition of the property. I further confirm that I will be responsible for any reasonable charges raised by you in connection to the provision of this reference.

Signed:

Print Name:

Date:

Comprehensive
referencing to
suit your needs at
prices to suit
your budget

We pride
ourselves on
comprehensively
reducing the risks
of letting

Fast and reliable referencing



rentguardtenantref.co.uk



0333 0000 162

All information is correct at time of print, but may be subject to change.

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