



# Tenant Referencing Service

## Comprehensive Application Form

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with \* are mandatory information.

### Agent Details

Name of agent:

Branch number:

Contact name :

Locality:

Phone number:

### Property Details

Flat number:

House number:

House name:

Postcode\* :

Street\*:

District:

Town\*:

County:

### Rental Details

Monthly Rental\*: £

Tenancy term (months)\*:

Number of Tenants/Guarantors\*:

Start Date (dd/mm/yyyy)\*:

Share of Rent\*: £

Can we contact the applicant?\* Yes  No

### Applicants Details

Title\*:  Mr  Miss  Mrs  Ms  Dr  Other

First Name\*:

Full Middle Name:

Last Name\*:

Date of birth\*:

Sex\*:  Male  Female

National Insurance Number:

No of dependants\*:

Marital Status\*:  Single  Married  Divorced  Separated  Widow(er)

Home number\*:

Mobile number:

Email Address:

Any previous  
Names\*:

Title: First Name:

Last Name:

Used Until: dd/mm/yyyy

Title: First Name:

Last Name:

Used Until: dd/mm/yyyy

Please supply addresses to cover your last 3 years of residency

**Address History – Current Address** (Please complete all address details where appropriate)

Time at address: From*: dd/mm/yyyy		To: dd/mm/yyyy	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other			
Flat:		House name*:	
House Number:		Postcode*:	
Street*:		District:	
Town*:	County:	Country:	

**Address History – Previous Address 1** (Please complete all address details where appropriate)

Time at address: From*: dd/mm/yyyy		To: dd/mm/yyyy	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other			
Flat:		House name*:	
House Number:		Postcode*:	
Street*:		District:	
Town*:	County:	Country:	

**Address History – Previous Address 2** (Please complete all address details where appropriate)

Time at address: From*: dd/mm/yyyy		To: dd/mm/yyyy	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other			
Flat:		House name*:	
House Number:		Postcode*:	
Street*:		District:	
Town*:	County:	Country:	

**Landlord details or Previous landlord details**

Landlord / Agent Name*:		Contact Name*:	
Phone Number*:		Mobile Number:	
Fax number:		Email address:	
Flat:		House Name:	
House Number:		Postcode:	
Street:		District:	
Town*:	County:	Country:	

Additional Information to assist the referee:

**Employment Details** – If your Employment is likely to change please supply your offer letter or contact of new employment

Employment Type\*:  Full time employed  Part time employed  Temporary/Contract  Unemployed  
 Self-Employed  Retired  Student  Housewife/Home maker  Payment in advance

Occupation\*:

**Employer Details**

Is your employment likely to change shortly\*? Yes  No  If **Yes** please provide details of your future employer

Organisation Name: Start date\*: dd/mm/yyyy

Job Title\*: Employee/Payroll/Service number:

Flat: House Name:

House Number: Postcode:

Street: District:

Town\*: County: Country:

**Reference Provider Details** - Please provide details of the person/department of whom we may contact to obtain a reference

Contact Name: Job Title:

Phone Number: Mobile Number:

Fax Number: Business Email Address:

Additional Information:  
(e.g: Is the contact's address different to the address above)

**Accountant Details**

Do you have an accountant?\*: Yes  No   
If **No** Please provide the latest SA302 Tax Return or 6 months bank statements showing proof of income

Company Name \*: Contact Name\*:

Phone Number: Mobile Number\*:

Fax Number\*: Business Email Address\*:

Flat: House Name:

House Number: Postcode:

Street: District:

Town\*: County: Country:

Please ensure you provide either a fax number or email address.

Additional Information to assist the referee:

## Pension Details

Do you have proof of pension?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>Yes</b> please provide your annual statement of pension	
Pension Providers Company Name*:	
Contact name:	Pension reference number*:
Postcode:	Flat:
House Name:	House Number:
Street:	District
Town*:	County:
Phone Number:	Fax Number:
Email address:	
Additional information to assist the referee:	

## Affordability Details

Gross annual income*: £	Any additional sources of income?*: Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>Yes</b> Please provide below	
Amount of additional income per annum?* £	
Please provide details of any additional income*:	

## Additional Information

Have you ever received any County Court Judgments or Individual Voluntary Arrangements against you?*
Yes <input type="checkbox"/> No <input type="checkbox"/> Not Asked <input type="checkbox"/>
If <b>Yes</b> please enter the details
Have you ever been declared bankrupt?*
Yes <input type="checkbox"/> No <input type="checkbox"/> Not Asked <input type="checkbox"/>
If <b>Yes</b> please enter the details

## Use of Personal Information

Information given at the point of application is provided to Experian Ltd, this information which includes e-mail addresses, mobile phone numbers and landline telephone numbers, may be supplied to other organisations and used by them and us for:

- Preventing crime, fraud and money laundering by, for example when checking details provided on applications for credit and credit related facilities, insurance proposals and claims, applications for jobs or when checked as part of employment, plus other similar facilities.
- Verifying the applicant's identity should they apply for other facilities.
- Performing on-going checks when managing the applicants existing agreements.
- Tracing the applicant in order to recover debts that they owe.
- Undertaking statistical analysis and system testing.

If false or inaccurate information is provided and fraud is suspected or identified this will be recorded and may be passed to Fraud Prevention Agencies and other organisations involved in crime and fraud prevention.

Information provided to Experian Ltd as part of this application will be retained for 24 months.

In processing this information, Experian Ltd may use the services of third parties, possibly based outside the UK or European Economic Area.

If the applicant is applying for a tenancy that is overseas then they are consenting to this information being transferred to the agent at their specified location.

## Consent

I declare that:

- The applicant has consented that we will use information provided to us by third parties to make decisions about their application
- We have informed the applicant that credit reference agencies may supply to us, public information and fraud prevention information
- The applicant has been advised that a search "footprint" will be recorded on their credit report; this will not affect their ability to obtain credit in the future
- The applicant has agreed to Experian processing their data in accordance with the Use of Personal Information policy and has been advised of the details in this policy.

By proceeding with this application you confirm that you have advised the applicant of how their data may be used as described above. Endsleigh offer specialist contents insurance for all kinds of tenants. As an additional service we'll contact your tenant once their application is complete to discuss their insurance needs. Please note - Endsleigh won't pass this data on to any 3rd parties. If the applicant would prefer not to be contacted by Endsleigh about insurance, please tick here

By **signing your agreement to proceed** you are accepting that we may use your information in this way.

Applicant Signature

**Signed:**

**Date:**

Letting Agent Signature

**Signed:**

**Date:**

Please ensure that you have completed all fields indicated \* as failure to do this may result in a delay in producing your report.

The information contained within this application is being transmitted to and is only for the use of Experian. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling 0333 0000 235.