

 	<h1>INDIVIDUAL REFERENCE APPLICATION FORM</h1>	Letting Partnership Ref.
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AGENT NAME	Cooper Adams	BRANCH	East Preston
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FOR COMPLETION BY AGENT (PLEASE CHECK FORM IS FULLY COMPLETED BEFORE SUBMITTING)

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

FOR COMPLETION BY APPLICANT – PLEASE WRITE IN CAPITAL LETTERS AND USE BLACK INK ONLY

PERSONAL DETAILS										
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	<input type="checkbox"/>	Private Tenant	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>	Living with Friends or Family	<input type="checkbox"/>		
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 <i>(please give details on back of form)</i>			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	/	/				
Were you renting this property?					Yes / No	Were you renting this property?					Yes / No				

PREVIOUS LETTING AGENT, LANDLORD OR COUNCIL (IF APPLICABLE)

Name:					
Address					Post Code
Tel No.		Fax No.		Email	

FINANCIAL INFORMATION (SEE ALSO 'ALL OTHER INCOME' BOX BELOW)

TO AVOID DELAY IN PROCESSING YOUR APPLICATION PLEASE TELL YOUR EMPLOYER THAT THEY WILL BE CONTACTED FOR REFERENCE PURPOSES

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		
Your employee or payroll number		Is this a fixed contract or permanent		

SELF – EMPLOYED APPLICANTS PLEASE GIVE ACCOUNTANT DETAILS OR SUPPLY COPY OF LAST SUBMITTED TAX RETURN AND 3 MONTHS BUSINESS 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)

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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.
Fax No		Email	

ADDITIONAL OCCUPIERS – THOSE PERSONS OVER 18 YEARS OF AGE WHO WILL NOT BE NAMED TENANTS

ADDITIONAL INFORMATION (CONTINUE ON A SEPARATE SHEET IF NECESSARY)

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Declaration - Please read the declaration then sign and date below

- I confirm that the information in this application form is to the best of my knowledge true and accurate and I agree that this information may be verified by fair and lawful means including contacting the referees supplied.
- I understand that if any information within my application is found to be untrue that it may prejudice the tenancy or be grounds for termination of the tenancy under Ground 17 of the 1996 Housing Act.
- I understand that completion of this application form does not imply any commitment to making an offer of tenancy.
- I acknowledge that information supplied by me for the purposes of my application will be held by The Letting Partnership in accordance with the Data Protection Act 1998. I agree that my personal information supplied by me will be recorded and that I have the right to ask for a copy of the personal information held about me subject to the payment of an administration fee of £10. I understand that I have a right to request personal information held on me to be amended if it is found to be incorrect.
- I give consent for any information, including personal information and sensitive data as defined in the Data Protection Act which I have supplied or which has been obtained about me from other relevant sources, including my forwarding address to be:
 - passed to credit referencing agencies and other third parties for the purpose of giving a reference about me (e.g. existing and previous employers and existing and previous landlords)
 - passed to the appointed letting agent and/or the appointed landlord who may access the information again should I apply for a further tenancy in the future
 - used in the administration of the tenancy should I succeed in this application and take up a tenancy agreement
 - passed to the local authority and/or utility companies to ensure that any outstanding bills or credit on utility accounts in connection with the tenancy are paid or balances due are returned
 - passed to debt collection agencies, crime or fraud prevention agencies, tracing agents or other third parties agents to trace my whereabouts and recover any monies owed in connection with the tenancy
 - released where required to do so by law or in connection with legal proceedings
 - passed to insurers and /or insurance agents for the purposes of administering insurance claims and /or agencies who maintain/compile databases of insurance claims and information and/or sharing that information with providers of credit and insurance
- For the purpose of this application, I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to The Letting Partnership and my bank to supply a bank reference. If there is a fee for the bank enquiry I agree that it may be debited to my bank account by my bank
- I have received, read and agree to the charges and costs contained in the Tenant Information Leaflet.
- I understand that if my references prove unsuitable or if I withdraw my application the advance holding fee will not be refundable. However I acknowledge that if the property is withdrawn from the market a refund will be made.
- I note that renewal or extension of any Tenancy Agreement created will attract fees at the prevailing rate and acknowledge that further credit reference checks/references may be required.
- I further note that I will be contacted by The Letting Partnership directly should they require any additional information in order to process this 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 which I have supplied being verified by whatever means are deemed necessary.

Print Name: _____ Signed: _____

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

YOU ARE REQUIRED TO PROVIDE THE FOLLOWING WITH YOUR APPLICATION:-

- 1. PROOF OF CURRENT ADDRESS – e.g a utility bill dated within the last 2 months. (*mobile phone bills not acceptable*)**
- 2. YOUR MOST RECENT 3 MONTHS BANK STATEMENTS (*must show account holder name, number & sort code*)**

TO SPEED UP YOUR APPLICATION:

PLEASE TELL YOUR EMPLOYERS/ACCOUNTANT, LANDLORDS & LETTING AGENTS AS ENTERED ON THIS FORM THAT WE WILL BE CONTACTING THEM AND ASK THEM TO RESPOND AS QUICKLY AS POSSIBLE.