



## Full Reference

Please return this form to your letting agent.

### AGENCY DETAILS (Agent to complete)

\* Mandatory

Agency Name: \*  Postcode/ID: \*  Postcode / ID

### 1. PRODUCT (Agent to select 1 product)

\* Mandatory

Full Reference Only \*  Date of Application: \*  dd/mm/yyyy

Reference Inc Rent Protection 6 months Nil Excess \*  Reference Inc Rent Protection 6 months One Excess \*

Reference Inc Rent Protection 12 months Nil Excess \*  Reference Inc Rent Protection 12 months One Excess \*

### 2. PROPERTY DETAILS - PROPERTY TO BE RENTED (Agent to complete)

\* Mandatory

House Number/Name: \*  Proposed tenancy start date: \*  dd/mm/yyyy

Address: \*  Tenancy period in months: \*

Total rent per month: \*

Town: \*  Applicant's share of rent: \*

County: \*  Number of tenants: \*

Postcode: \*

### 3. TENANT'S PERSONAL DETAILS (Applicant to complete)

\* Mandatory

Title: \*  First Name: \*

Middle Name:  Surname: \*

**If your name has been changed within the last 12 months please enter your previous full name below.**

First Name:  Surname:

Date of Birth: \*  dd/mm/yyyy NI Number:

Telephone number: \*  Mobile number: \*

Email address: \*  Marital status:

Number of dependents under the age of 18: \*  Next of Kin:

Do you smoke?: \* Yes  No

Do you have any pets?: \* Yes  No  If Yes, type of pet:

Have you had any county court judgements, rent arrears or adverse credit within the last 10 years?: \* Yes  No

If yes, please give the following reasons:

Number of CCJs: \*  Claimant: \*

Amount: \*  Date: \*  dd/mm/yyyy

Reason: \*

**If more than one CCJ you are required to complete a separate sheet with full details for each CCJ.**

**4. CURRENT ADDRESS (Registered address - For credit history report)**

\* Mandatory

Abode number (ex. Flat 22):

House number/Building number (ex. 24 or 189): \*

House name/Building name (ex. Farm Cottage):

Street 1: \*

Street 2:

Town: \*

County:

Postcode: \*

Time at this address: \*

Years

Months

**5. EMPLOYMENT STATUS (Applicant to complete)**

\* Mandatory

**Employment Details: \***

Employed

Self-employed

Applicant's Position/Job Title:

Applicant's Gross salary/Gross profit per annum: \*

Time with employer: \*

Years

Months

Name of Employer/Accountant: \*

Address 1: \*

Address 2:

Town: \*

County:

Postcode: \*

Contact name: \*

Telephone number: \*

Mobile number:

Email address: \*

**If employment is less than 1 year, then you are required to fill a separate sheet with your full employment history covering the past 12 months.****If Unemployed**

Benefits received: \*

Annual amount:

Pensions received:

Annual amount: \*

**If Student**

Name of University: \*

**If Retired**

Gross annual income from all sources: \*

**If on Housing Benefit**

Name of Local Authority: \*

Has housing benefit been granted: \*

Yes

No

If yes, amount monthly:

If no, when will it be granted?:

Who is the benefit paid directly to, Tenant or Agent?:

**6. CURRENT OR PREVIOUS LANDLORD/LETTING AGENT (Applicant to complete)**

\* Mandatory

**Residence type: \***

Owner

Tenant

Living with parents / Family

Living with friend / Partner

**If residence type is tenant**

Period of residence: \*

Name of Landlord/Agent: \*

Years

Address: \*

Months

Contact name: \*

Town: \*

Mobile number:

County:

Telephone number: \*

Postcode: \*

Email address: \*

**7. BANK DETAILS**

Bank Name:

Name of Account:

Account number:

Sort code:

Time with bank:

Years

Months

**8. ADDITIONAL INFORMATION/ADDRESSES (Which may assist in the completion of this reference)****9. IDENTIFICATION & AUTHORISATION (Applicant to complete)**

\* Mandatory

Identification type (Passport no., Driving license no. Utility bill) : \*

Identification number : \*

(if Utility bill, give account no. with issuer, e.g. BT)

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided. I further agree that the information that I have provided may be submitted to credit reference agencies in order that a credit check may be conducted. I expressly acknowledge that authorising searches to be conducted and references obtained does not entitle me to see such searches or references and agree that I will direct any request for copies of searches or references to the relevant originating party and not to Rent4sure Limited. I understand that I may be refused a tenancy as a result of the searches and references obtained and agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998. I do / do not want Rent4sure Limited, or their partner companies (e.g. Intasure), to contact me about related products and services which may be of interest to me, such as Tenants Contents Insurance.

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_