

All the fields in this form are mandatory unless specified as optional.

## 1. Product Type: Choose tenant referencing or rent guarantee

**Tenant Referencing:** (please tick the relevant box)

Express

Comprehensive

**Rent Guarantee:** (please tick the relevant boxes)

Express

Comprehensive

6 months

12 months

Nil excess

1 month excess

## 2. Let Property Details: Enter the details of the let property

Flat number/name

Home number/name

Street Name

Town/City

Postcode

Tenancy period

6 months

12 months

Total rent per month

Tenancy start date

Name of landlord or letting agent and full address (required only for rent guarantee)

## 3. Tenant Details: Enter the details of the tenant

Title  Mr / Mrs / Miss / Ms / Dr (other:  )

First name

Middle name

Last name

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Share of rent

Contact number

Email

Current residential status

Tenant / Home owner / Other

**Current address** (Address of the tenant for the past 12 months is required, if the tenant has more than 3 addresses in the past 12 months, please use additional sheets)

Flat number/name

Home number/name

Street Name

Town/City

Postcode

Duration at the above address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	M	M

**IMPORTANT** (for rent guarantee only): If the tenant is on benefits, student or unemployed please complete the Section 6 - Guarantor Details

Previous address 1:

Flat number/name

Home number/name

Street Name

Town/City

Postcode

Duration at the above address

Y	Y	M	M

Previous address 2:

Flat number/name

Home number/name

Street Name

Town/City

Postcode

Duration at the above address

Y	Y	M	M

Sections 4 and 5 are to be completed only for comprehensive referencing or rent guarantee only

## 4. Existing Landlord / Letting Agent Details:

(Not applicable if the current residential status is home owner or student or other instances where not applicable)

Name of the landlord / letting agent

Contact name (in case of letting agents)

Contact details:

Contact number

Email

## 5. Employer Details:

(Fill the relevant section depending on status of employment)

Employed or Self Employed:

Name of the employer or business

Period of employment

Y	Y	M	M

Address of the employer or business:

Number/name

Street Name

Town/City

Postcode

Annual income from employment  
or business

Annual income from other sources  
(Documentary proof may be required for this amount)

Total annual income

Contact details: (Employer for Employed and Accountant for Self Employed)

Contact name

Position or job title

Contact number

Email

Unemployed:

Do you receive any of the following benefits:

(Please tick each benefit received)

Housing Allowance

Child Tax Credit

Working Tax Credit

Disability

Child Benefit

Incapacity

Other

Total annual income received

Retired:

Do you receive any of the following benefits:

(Please tick each benefit received)

State Pension	<input type="checkbox"/>	Private Pensions	<input type="checkbox"/>	Housing Allowance	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Incapacity	<input type="checkbox"/>	Other	<input type="checkbox"/>

Total annual income received

Student:

Name of the university

## 6. Guarantor Details: Enter the details of the guarantor

**IMPORTANT:** Guarantor should not be on benefits, student or unemployed

Title	Mr / Mrs / Miss / Ms / Dr (other: _____ )																	
First name	<input type="text"/>																	
Middle name	<input type="text"/>																	
Last name	<input type="text"/>																	
Date of birth	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>										D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y											
Contact number	<input type="text"/>	Email <input type="text"/>																
Current residential status	Tenant / Home owner / Other																	
Current address	<small>(Address of the guarantor for the past 12 months is required, if the guarantor has more than 3 addresses in the past 12 months, please use additional sheets)</small>																	
Flat number/name	<input type="text"/>																	
Home number/name	<input type="text"/>																	
Street Name	<input type="text"/>																	
Town/City	<input type="text"/>	Postcode <input type="text"/>																
Duration at the above address	<table border="1"><tr><td></td><td></td><td></td><td></td></tr><tr><td>Y</td><td>Y</td><td>M</td><td>M</td></tr></table>						Y	Y	M	M								
Y	Y	M	M															

Previous address 1:

Flat number/name

Home number/name

Street Name

Town/City

Postcode

Duration at the  
above address

Y	Y	M	M

Previous address 2:

Flat number/name

Home number/name

Street Name

Town/City

Postcode

Duration at the  
above address

Y	Y	M	M