



Complete one form for each tenant or guarantor in block capital letters, circle where applicable

SECTION -1 TO BE COMPLETED BY LETTING AGENT OR LANDLORD

Letting Agency or Landlord name: ..... Date: ...../...../.....

Property Address (Property to be let)

Address line 1: .....

Address line 2: ..... Postcode: .....

Management status (Circle applicable) Fully managed / Let only / Independent landlord

Monthly rent £ ..... Monthly rent share £ ..... Number of tenants: .....

Proposed tenancy start date: ...../...../..... Tenancy term (no of months): .....

Reference type: (Circle applicable) Express reference / Advanced reference / Guarantor reference

SECTION -2 PERSONAL DETAILS TO BE COMPLETED BY TENANT OR GUARANTOR

Title: ..... Marital status: Single / Married / Not Married / Widowed

First name: ..... NI Number: .....

Middle name: ..... Phone number: .....

Surname: ..... Mobile number: .....

Date of birth: ...../...../..... Email address: .....

Nationality: .....

Previous or alias names: ..... Date from: ...../...../..... To: ...../...../.....

Previous or alias names: ..... Date from: ...../...../..... To: ...../...../.....

Current Address (Five years history must be provided)

Address line 1: .....

Address line 2: ..... Postcode: .....

Date from: ...../...../.....

Current residential status (Circle applicable) Homeowner / Tenant / Living with family / Living with friends

Previous Address 1

Address line 1: .....

Address line 2: ..... Postcode: .....

Date from: ...../...../..... Date to: ...../...../.....





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Previous Address 2

Address line 1: .....
Address line 2: ..... Postcode: .....
Date from: ...../...../..... Date to: ...../...../.....

Previous Address 3

Address line 1: .....
Address line 2: ..... Postcode: .....
Date from: ...../...../..... Date to: ...../...../.....

SECTION -3 CURRENT LANDLORD/LETTING AGENT DETAILS

Landlord or Letting Agency name: .....
Address line 1: .....
Address line 2: ..... Postcode: .....
Phone number: ..... FAX number: .....
Email address (Email will help process results faster) .....

SECTION -4 ADDITIONAL DETAILS

Employment status (Circle applicable) Employed / Un-Employed / Self-Employed / Student / Retired / Semi retired / Independent Means /

If you are Un-Employed or paying the rent from your own Independent Means give details in section 9.

If you are retired or semi retired do you have a pension? Yes / No (If yes give details in section 10)

Occupation: .....

Do you have any children under 18 or dependents over 18? (If yes please give names and dates of birth below)

Name: ..... Date of birth: ...../...../.....
Name: ..... Date of birth: ...../...../.....
Name: ..... Date of birth: ...../...../.....
Name: ..... Date of birth: ...../...../.....
Name: ..... Date of birth: ...../...../.....
Name: ..... Date of birth: ...../...../.....
Name: ..... Date of birth: ...../...../.....

Do you have any additional income sources, receive benefits, credits or allowances? Yes / No

(If yes please give details in section 9)



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Do you have any pets? Yes / No (If yes please give more details) .....

Do you smoke? (Circle applicable) Yes / No Is your job going to change in the near future? Yes / No

SECTION -5 EMPLOYMENT DETAILS

Employment type: (Circle applicable) Full time / Part time / Contract worker / Temporary worker

Employer name: .....

Address line 1: .....

Address line 2: ..... Postcode:.....

Contact name: .....

Contact position: .....

Phone number: ..... FAX number: .....

Email address: (Email will help process results faster) .....

Job title: .....

Gross basic annual salary £ ..... Regular overtime £ .....

Regular commission £ ..... Annual bonus £ .....

Payroll number: ..... Date from: ...../...../.....

Employment Details 2 (If you have a second job)

Employment type: (Circle applicable) Full time / Part time / Contract worker / Temporary worker

Employer name: .....

Address line 1: .....

Address line 2: ..... Postcode:.....

Contact name: .....

Contact position: .....

Phone number: ..... FAX number: .....

Email address (Email will help process results faster) .....

Job title: .....

Gross basic annual salary £ ..... Regular overtime £ .....

Regular commission £ ..... Annual bonus £ .....

Payroll number: ..... Date from: ...../...../.....



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Future Employment (If your job is due to change in near future)

Future Employer name: .....

Address line 1: .....

Address line 2: ..... Postcode: .....

Contact name: .....

Contact position: .....

Phone number: ..... FAX number: .....

Email address (Email will help process results faster) .....

Employment type: (Circle applicable) Full time / Part time / Contract worker / Temporary worker

Job title: .....

Gross basic annual salary £ ..... Regular overtime £ .....

Regular commission £ ..... Annual bonus £ .....

Payroll number: ..... Date from: ...../...../.....

SECTION -6 SELF-EMPLOYMENT (If you have self-employment)

Self employment type: (Circle applicable) Self-employed / Self-Cert/Sole Trader /

Self-employed partner of a business / Director of a limited company /

Trading or company name: .....

Gross annual income: £ ..... Date self-employment started: ...../...../.....

Are accounts audited by an accountant? Yes / No (If no supporting evidence of self-assessment will be requested)

Trading address line 1 (If different from home address): .....

Trading address line 2: ..... Postcode: .....

SECTION -7 ACCOUNTANT DETAILS (If self-employed with an audited accountant)

Accountancy name: .....

Contact name: .....

Address line 1: .....

Address line 2: ..... Postcode: .....

FAX number: ..... Phone number: .....

Email address (Email will help process results faster) .....

SECTION -8 CREDIT HISTORY (IMPORTANT- FAILURE TO DECALRE ANY SATISFIED OR UNSATISFIED ADVERSE CREDIT HISTORY MAY HAVE A NEGATIVE EFFECT ON YOUR REFERENCE RESULTS)

Have you ever been made Bankrupt? Yes / No Do you have any active or satisfied IVA's? Yes / No

Do you have any active or satisfied CCJ's? Yes /No (If yes please give details and circle below)

Amount:£ .....Active / Satisfied Amount:£ .....Active / Satisfied Amount:£ .....Active / Satisfied



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**SECTION -9 OTHER MEANS/ADDITIONAL INCOME** (Give details of any additional sources of income, benefits, maintenance, tax credits, independent means etc. Evidence will be requested by the letting agent or landlord)

Additional income name: ..... Annual income £ .....

Additional income name: ..... Annual income £ .....

Additional income name: ..... Annual income £ .....

Additional income name: ..... Annual income £ .....

Additional income name: ..... Annual income £ .....

Additional income name: ..... Annual income £ .....

**SECTION -10 PENSION DETAILS** (Evidence will be requested of pensions income by the letting agent or landlord)

Pension provider: .....

Pension type (Circle applicable) State pension / Personal pension / Occupational pension / Workplace pension

Address line 1: .....

Address line 2: ..... Postcode: .....

Contact name: .....

Phone number: ..... FAX number: .....

Email address (Email will help process results faster) .....

Annual income £ ..... Pension number: .....

**Pension provider 2** (If you have more than one pension)

Pension type (Circle applicable) State pension / Personal pension / Occupational pension / Workplace pension

Address line 1: .....

Address line 2: ..... Postcode: .....

Contact name: .....

Phone number: ..... FAX number: .....

Email address (Email will help process results faster) .....

Annual income £ ..... Pension number: .....

**SECTION -11 NEXT OF KIN**

Name: .....

Address line 1: .....

Address line 2: ..... Postcode: .....

Relationship to you: ..... Phone number: .....

Mobile number: .....

Email address: .....



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**SECTION -12 CONSENT DECLARATION**

I confirm that the information supplied in this application is true and complete to the best of my knowledge and give consent to LetHQ Limited to check this information by whatever means they see necessary.

I consent to LetHQ Limited searching information held by a credit reference agency and I understand that this will be recorded and a search footprint will be retained on my credit file and information relevant to this risk assessment will be passed to the landlord or agent of the property I have 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 any information held.

**TO MY CURRENT EMPLOYER OR ACCOUNTANT**

I hereby authorise you to respond to LetHQ Limited and provide them with any reference information they require which will include details of my employment or self-employment, start dates, gross salary or income and details of any additional bonus or commissions I may receive.

**TO MY CURRENT LANDLORD OR LETTING AGENT**

I hereby authorise you to respond to any reference enquire received from LetHQ Limited and provide them with any details of how I conducted my tenancy which will include details of history of payments and the condition of property.

**PLEASE ENSURE YOU HAVE PROVIDED THE LETTING AGENT OR LANDLORD WITH: -**

**1. PROOF OF YOUR RIGHT TO RENT IN THE UK**

**2. YOUR LAST THREE MONTHS PAY SLIPS OR BANK STATEMENTS**

**3. ANY SUPPORTING DOCUMENTATION OF ANY OTHER MEANS, ADDITIONAL INCOME SOURCES OR PENSIONS THAT MAY BE REQUIRED AS EVIDENCE OF INCOME.**

If you have provided any referees as a part of your application please inform them we will be contacting them for referencing and to respond to us as soon as possible to ensure your reference results are dealt with promptly.

Signature: .....

Print name: .....

Date: ...../...../.....

