



APPLICATION FOR TENANCY – REFERENCING FORM

Instructions for Completion and Application

You have selected to apply for a tenancy on one of our managed properties; you are reminded that this application is not a guarantee of acceptance as a tenant for this property. You may satisfy the managing agents' requirements for a tenancy but the final decision rests with the landlord. All referencing fees will be non-refundable, by signing this agreement you agree to accept these terms.

A reference is required for each non-dependant adult to be resident at the property, i.e. every person over the age of 18 years. The fee for each reference is currently £75.00 inc VAT. Payment must be in cleared funds before the application can be processed.

Please complete **all sections** of this reference form, failure to do so will result in a delay of the processing of the application and you may lose the property you wish to apply for. Ensure you have included all the relevant supporting documentation, items such as proof of identification, 3 months bank statements, 3 months pay statements, proof of any benefit payments, etc. – **YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL INFORMATION HAS BEEN PROVIDED.**

It is in your interest to be honest and open with your answers to the requests for information, if you fail to be honest and we discover you have answered contrary to the truth you will fail in your application. Add any additional supporting information to assist you at the end of the form.

If you are successful in the application we will require a tenancy set up fee of £75.00 inc VAT per property to cover our own administration costs, this is in addition to the agreed rent in advance and the deposit payment required.

***TO AVOID ANY DELAY WITH YOUR APPLICATION please provide email addresses for all points of contact and ensure you contact all referees giving express authority to release personal information**

PROSPECTIVE PROPERTY

Address of Property to be let	
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TENANT CONTACT DETAILS

Title: Mr/Mrs/Miss/Ms/Dr Other (please state)					
First Name		Middle names		Surname	
Current address					
Current Address including postcode					
Home No		Mobile No		Work	
Email address					
Amount of time at this property	Years	Months	Date of Birth		
Sex				National Insurance Number	
Passport Number				Driving Licence Number	

PREVIOUS ADDRESSES (Within the last 3 years)

Address including postcode					
Amount of time at this property	Years	Months			
L'lord/Estate Ag't Name					
L'lord/Estate Ag't Name					
L'lord/Estate Ag't Address					
Company contact number		Company email			
Amount of time at this property	Years	Months			
L'lord/Estate Ag't Name					
L'lord/Estate Ag't Address					
Company phone number		Company email			

House Sharing/Lodging		Living in own property		Living with parents	
Renting (private Landlord)		Renting (Agent)		Living in a Hotel	
Living with family		Living with friends		Other	

Current rent / mortgage amount per month	£
Have you ever had mortgage arrears	

CURRENT ESTATE AGENT OR LANDLORD

L'lord/Estate Ag't Name					
L'lord/Estate Ag't Address					
Company phone number		Company email			
Contact Name					

EMPLOYMENT STATUS (Please tick as appropriate)

Employed		Self Employed		On Contract		Retired	
Unemployed		Student		Independent Means (Please provide proof)			

CURRENT EMPLOYER / SELF EMPLOYED / PENSION

Details of current Employer / Self Employed / Pension /

Company Name:						
Company address						
Company phone number		Company email				
Contact Name & Position:						
Gross Salary Per annum:						
Payroll / Pension Number:						
Position Held		Start Date		Is this position permanent	YES / NO	

PREVIOUS EMPLOYMENT

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if necessary)

Details of previous Employer

Company Name						
Company address						
Company phone number		Company email				
Contact Name & Position:						
Gross Salary Per annum:						
Payroll Number						
Position Held		Start Date		End Date		

ACCOUNTANT (Please provide if Self Employed)

Accountant Name:						
Accountant Address						
Company phone number		Company email				
Contact Name:						

BENEFITS (Please tick as appropriate)

Housing Benefit		Child Tax Credits		Working Tax Credits	
Child Benefit		Income Support		Other	

Please provide further information

Name of benefit	Amount Received	How often is this benefit received
Benefit 1:		
Benefit 2:		
Benefit 3:		
Benefit 4:		
Benefit 5:		

ADDITIONAL INCOME (Please state any other income that you receive that is not specified above)

Amount per annum		Source of income	
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PERSONAL REFERENCE

If you are not employed or do not have a current Landlord/Agent, please provide details of a person we can contact for a personal reference.

Name			
Address			
Contact phone number		Contact email	
Relationship to you			

NEXT OF KIN (This should not be your spouse)

Name			
Address			
Contact number			
Relationship to you		Contact email	

ADDITIONAL INFORMATION

Have you ever had a CCJ	YES / NO
If yes, please provide details	
Have you ever been declared bankrupt:	YES / NO
If yes, please provide details	
If required could you provide a Guarantor	YES / NO *Please note that your Guarantor must be a home owner
If yes, please provide detail	
Name	
Address	
Contact phone number	Contact email
Relationship to you:	

MARITAL STATUS (Please tick as appropriate)

Married	<input type="checkbox"/>	Single	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Separated	<input type="checkbox"/>
Co-habiting	<input type="checkbox"/>	Other (Please state)	<input type="checkbox"/>

Please list names of **ALL** persons including children to be living at the property

Name	Date of birth
1.	
2.	
3.	
4.	
5.	

Other

Are you a smoker	YES / NO	Do you have any pets:	YES / NO
If yes please provide details			

USEFUL INFORMATION

Use this space to provide any additional information that you think we should know. If you run out of space, please continue on a separate sheet

To accompany your reference, you **must** also provide the following:
 (Please tick to confirm they have been included)

- Proof of Identity i.e. Passport, Driving Licence, Photo ID
- Proof of Address i.e. Utility Bill, Council Tax Bill, UK Driving Licence
- 3 Months Bank Statements
- 3 Months Pay Slips / Proof of receipt of benefit(s)
- Mortgage statement

DECLARATION

Please read the declaration and sign below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me, is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Crofts Estate Agents may search the files of a Credit Reference Agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recovered with the Credit Reference Agency, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer. Crofts Estate Agents will remain the data controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Signed.....

Print Name.....

Date.....

FOR OFFICIAL USE ONLY

Reference Fee Received:	
Amount Received:	
Payment Method:	
Date Received:	
Received By:	
Outstanding documents/information requested/to follow:	

