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# CROFTS ESTATE AGENTS

PASSIONATE ABOUT PROPERTY

## 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. Payment must be in cleared funds before the application can be processed.

Please complete **all sections** of this reference form including post codes, 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 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	
Proposed move in date	
Length of Tenancy required	<input type="checkbox"/> Short term (6m-12m) <input type="checkbox"/> Long term (12m+)

TENANT CONTACT DETAILS		
Title: Mr/Mrs/Miss/Ms/Dr/other (please state)		
First Name	Middle Name	Surname
Tel Home:	Tel Mobile:	Tel Work:
Email address		
Date of Birth	Gender	
NI No.	Passport No.	Driving Licence No.
Next of Kin: Name:	Address:	
	Tel No:	
Relationship to you:		

**CURRENT STATUS** *(please tick as appropriate)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> House sharing/Lodging      | <input type="checkbox"/> Living in own property | <input type="checkbox"/> Living with parents |
| <input type="checkbox"/> Renting (private Landlord) | <input type="checkbox"/> Renting (Agent)        | <input type="checkbox"/> Living in a hotel   |
| <input type="checkbox"/> Living with family         | <input type="checkbox"/> Living with friends    | <input type="checkbox"/> Other               |

**CURRENT ADDRESS:** Address:

Postcode:

**CURRENT ESTATE AGENT or LANDLORD**

Landlord/Estate Agent Name

Landlord/Estate Agent Address

Contact Name

Company Phone No.

Company email

**PREVIOUS ADDRESSES****1** Address including postcode

Amount of time at this property

Years:

Months:

Landlord/Estate Agent

Landlord/Estate Agent address

Company contact number

Company email

**2** Address including postcode

Amount of time at this property

Years:

Months:

Landlord/Estate Agent

Landlord/Estate Agent address

Company contact number

Company email

**EMPLOYMENT STATUS** *(please tick as appropriate)*

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Employed      | <input type="checkbox"/> Retired    | <input type="checkbox"/> Independent means |
| <input type="checkbox"/> Self-Employed | <input type="checkbox"/> Unemployed | <i>(Please provide proof)</i>              |
| <input type="checkbox"/> On Contract   | <input type="checkbox"/> Student    |  |

**CURRENT EMPLOYER/SELF EMPLOYED/PENSION**

Company Name

Company address

Company phone No.

Comp. email

Contact Name

Position

Gross annual salary

Payroll/Pension No.

Position held

Start date

Employment basis:

 *Permanent* *Temporary* *Zero hours contract*

**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).

Company Name		
Company address		
Company phone No.	Comp. email	
Contact Name	Position	
Gross annual salary	Payroll/Pension No.	
Position held	Start date	End date

**ACCOUNTANT** (Please provide if self-employed)

Accountant Name		
Accountant address		
Company phone No.	Comp. email	
Contact Name		

**BENEFITS** (please tick as appropriate)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Housing Benefit | <input type="checkbox"/> Child Tax Credits | <input type="checkbox"/> Working Tax Credits |
| <input type="checkbox"/> Child Benefit   | <input type="checkbox"/> Income Support    | <input type="checkbox"/> Other               |

NAME OF BENEFIT	AMOUNT RECEIVED	HOW OFTEN RECEIVED

**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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**ADDITIONAL INFORMATION**

Have you ever had a CCJ? If yes please give details:	YES/NO
Have you ever been declared bankrupt? If yes please give details:	YES/NO
If required, could you provide a Guarantor? If yes please give details:	YES/NO (Please note, your Guarantor must be a homeowner)
Name	Address
Tel No.	Email address
Relationship to you	

**MARITAL STATUS** (please tick as appropriate)

- Married
                      Co-habiting
                      Separated  
 Divorced
                      Single
                      Other (please state) \_\_\_\_\_

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

	Name	Date of birth
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**OTHER INFORMATION**

Are you a smoker? YES/NO

Do you have any pets? YES/NO

If yes please give details:

**PLEASE SIGN:** I understand that the failure to declare any pets may put my tenancy at risk. I may be issued notice under Section 21.

Signed: .....

**USEFUL INFORMATION**

Use this space to provide any additional information that you think we should know. Continue on a separate sheet if necessary

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

- Proof of identity (Passport, Driving Licence, Photo ID)  
 Proof of address (Utility bill, Council Tax bill, UK Driving Licence)  
 3 months Bank Statements  
 3 months Pay Slips/proof of receipt of benefits



council, water supplier(s) and energy provider(s) from the date that you vacate the property.

Tenant Shop Limited acts on our behalf to notify the local council, water suppliers(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local

Tenant Shop will only use your information for the purpose of council and utility registration, closing of council and utility accounts, and they may contact you by text, phone or email to offer you energy, insurance (if applicable) and media comparisons for your new tenancy.

Tenant Shop is fully compliant with the Data Protection Act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X.

## DECLARATION

*Please read the 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

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Print Name

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Date

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