

HM Referencing Tenant Application Form

Please ensure to write clearly as we need to input this information into an electronic form and any unreadable information could delay your referencing process.

Property and Tenant Details

Items marked with * are mandatory fields that must be completed

Property (To Be completed by Agent)

*Address (inc Postcode) –

*Monthly Rental Amount – £

Tenants Rent Share? - £

*Move In Date –

*Tenancy Term –

Additional Notes and Comments for your HMS Account Handler e.g Tenant Paying 6 Months up front

Tenant Details

*Title (circle appropriate) – MR/MRS/MISS/MS/DR

*First Name -

*Surname

Maiden Name -

*Email Address

*Mobile No.

Landline No.

***Date of Birth –DD/MM/YYYY**

***Nationality**

Bank Account Details

Please supply bank details here (which are for the use of the Agent Only) if your agent is collecting the rent from you on behalf of the Landlord.

These details are not used by Hazelton Mountford Sanders Limited or passed onto anyone other than your letting agent that has instructed us to carry out your referencing for the above property.

Name of Bank

Acc No.

Sort Code

National Insurance Number

Adverse Data

*Do you have any adverse data to declare (e.g. bankruptcy, IVA, CCJ) – YES / NO

IF YES Please provide details below

Type – BANKRUPTCY / CCJ / IVA

Date Issued –

If CCJ or IVA - Amount - £

Any other information related to above -

*Address History

(please provide at least 3 years' worth of address history starting with most recent first)

*Current Address

***Status** (Please circle appropriate) – Tenant / Living with Family/Friends / Homeowner

*Move In Date MM/YYYY –

Move Out Date DD/MM/YYYY –

Leave blank if still there

*Full Address Inc Postcode –

*Landlord Details

If currently you are currently a tenant please provide Landlords details here so we can contact them to obtain a reference.

*Landlord/Managing Agents Name –

*Tel Number –

*Email Address –

*Address –

Address 2

***Status** (Please circle appropriate) – Tenant / Living with Family/Friends / Homeowner

*Move In Date MM/YY

* Move Out Date MM/YY

Full Address Inc Postcode –

If property rented - *Details of Landlord or Letting Agent

Landlord/Agent Name -

Tel No. -

Email -

Address 3

***Status** (Please circle appropriate) – Tenant / Living with Family/Friends / Homeowner

*Move In Date MM/YY

*Move Out Date MM/YY

Full Address Inc Postcode –

If property rented - *Details of Landlord or Letting Agent

Landlord/Agent Name -

Tel No. -

Email -

Income and Occupation Details

***Status** (Please circle appropriate) – Employed/Self Employed /Retired/Unemployed

Below is for Employed and Self Employed Only - If you are Retired or Unemployed please move onto the next page

***Hours of Work** (Please circle appropriate) – Full Time/Part Time

***Contract Type** (Please circle appropriate) – Permanent/Temporary

***Job Title / Profession** –

***Annual Gross Income** –

Annual Bonuses –

Annual Commission

Payroll Number (if applicable) –

***Start Date** –

End Date (leave blank if still employed)–

Employer/Accountant Details

***Company Name** –

***Contact Name** –

***Telephone** –

Fax –

***Email Address** –

***Full Company Address**
(inc Postcode)

Additional Income

Type (Please circle appropriate) – Pension / Benefits / Savings / Independent Means (e.g. Stocks/Dividends) / Other

Annual Income –

£

Please Enter Any Additional Information below relating to the above

Additional Information

Basic Tenancy Related Questions

***Smoker** – Yes/No ***Run Business from Home** YES/NO

***Children Under 18 Years Old** – YES/NO (please note any occupier 18 years old and over may have to be referenced)

If YES please give Details Name -

Age -

***Pets** – YES/NO If YES please give details –

Next Of Kin Details

***Full Name** -

***Telephone** -

Email -

***Full Address** –

Tenants Contents Insurance

When you rent a property many tenants consider insurance to be the landlord's responsibility. Your personal possessions, furniture and valuables are your own risk should an even such as fire, theft, storm, flood, or accidental damage occurs

Our tenants contents insurance policy offers-

- Accidental Damage
- Contents Insurance
- Alternative Accommodation
- Replacement Locks
- Contents Temporarily removed from the Home
- Liability up to £2 million

The tenancy agreement will also mean you are responsible for any Accidental Damage that happens to the landlords contents and fixtures, which will not usually be covered by a standard household contents policy

Hazelton Mountford Ltd will work closely with your letting agent to offer bespoke insurance products for tenants, which will give you the peace of mind when renting the property for as little as £10 per month.

If you would like one of our insurance consultants to contact you please tick the box below and we will contact within 24 hours of the reference being completed

Terms & Conditions

I confirm that the details that I have provided are, to the best of my knowledge, true. I also confirm, by submitting this application form, that I am aware that any information provided by me will be used by Hazelton Mountford to verify and assess my application. This information might also be used to help recover any arrears that may occur and to get in contact with me once the tenancy is ended.

Consequently, I consent to the information I have provided being used and verified by Hazelton Mountford for the purpose of assessing my application. This includes, but is by no means limited to, Hazelton Mountford contacting all parties included in the application form; including any employer/accountants, previous/ current landlords and other third parties that could support my application.

I am aware that any references and information obtained in relation to this application, including the credit check, will be shared freely between Hazelton Mountford, the prospective letting agency and/or landlord and any third party companies that the landlord/ letting agency consider necessary to the tenancy such as, but not limited to, their insurers, the local authority and utility companies).

The information that I have provided may also be accessed in the future. It may be used to assess a future application should I apply for tenant/guarantor status again. It may also be used if the details are needed by Hazelton Mountford, the letting agent, landlord, and/or the third party companies the landlord/letting agency use (at their discretion) as necessary.

I consent for the details I have supplied in the application form to be used by a credit reference agency ('CallCredit') to assess my credit profile and residency information (via checks on the electoral role and credit agreements etc.) and all the associated actions that may occur (including a 'footprint' being left on my credit profile). The information returned from CallCredit will be used to assess my application.

I also consent to any of the information I have provided being passed to the letting agency and/or landlord and/or the local authority and/ or utility companies, past the end of the tenancy this application is in regards to should it be needed.

*Print Name

*Signature

*Date

Thank you for taking the time to complete this application form

What happens now?

HM will now verify all the information provided by you in your application form and be in contact with your income referees and previous landlord and managing agent where applicable.

Please feel free to contact your referees and inform them that HM Referencing will be contacting them to collect and verify information that relates to you being suitable for taking out a tenancy.

Some employers/accountants etc will require written consent from you to release the information we need e.g salaries, contract type etc. You will receive an email from the system (once this information has been submitted) with the authorisation to release document which you may need to sign and send onto to your referee.

Keep updated on your process

If you have any queries please do not hesitate to contact Sammie Byrne on 01905 721243 or sammie@hazeltonmountford.co.uk

HM and your agent will do their utmost to complete this process ASAP and keep you informed of any questions we may have and updates in regards to your referencing process.

However Just so you are aware HM also have their system using an automated update facility which will inform you via email after 48 Hours (once this information has been submitted) if we are outstanding any information from your referees.

Kind Regards

Sammie Byrne

Referencing Manager

Hazelton Mountford Limited
4 Bank Street
Worcester
WR1 2EW