



**reference-my-tenant
.com**

Understanding Reports

December 2010

Company Reg: 6954662



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email.info@reference-my-tenant.com | www.reference-my-tenant.com
PO Box 1222 | Lincoln | Lincolnshire | LN5 5NF

Comprehensive Reports

Decisions are given in each section. The overall decision is made by the Referencing Adviser following a review of the references returned from the Credit Bureau, Employer and Landlord/Managing Agent.

Affordability/rent ratio

Share of monthly / weekly rent	Calculates the ratio between income and rent.	
Salary and/or additional sources of income taken into account	< or = 40%	ACCEPT
	40% - 42%	REFER
	> 42%	ACCEPT WITH GUARANTOR

If REFER we will accept the application if the applicant's employment shows that they have been employed for more than 12 months with their current employer as this shows stability.

Voters roll information

Current Address (post code is mandatory)	Voters Roll confirmation, number of years at address and the dates registered on the Voters Roll will be returned. Confirmation of this information will be returned ONLY if address is input in full.
Previous Address (post code is mandatory)	Yes means found on Voters Roll.
	No means not found on Voters Roll.
	N/A means not applicable (usually for previous address, where no address is input).
	If the applicant is confirmed at the current or previous address this is classed as Accept.

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Risk information

1-43 DECLINE

44-52 REFER

53+ ACCEPT

Please note:

47 risk scores will automatically show as a refer decision. This score is returned when either the applicant has not been found/traced at the address or the address has not been found on the credit bureau.

Reference-my-tenant.com's risk score is a credit risk assessment tool, which has been developed our Credit Reference Agency. It combines analytic technology and expertise with our Credit Reference Agency's credit database. Risk Score provides landlords and managing agents with a relative rank ordering of each applicant's risk, enabling them to make faster, more consistent and profitable decisions.

How a score calculated

The data elements taken into account to calculate the risk score are:

- Derogatory (ie CCJ's/bankruptcies/ insolvencies) and Electoral Roll data
- Electoral Roll Reference (forename 1st initial match)
- Years on Electoral Roll at Current Address (forename)
- Years on Electoral Roll at Current Address (surname)
- Time Since Most Recent CCJ (Applicant)
- Total Number of CCJ's (Applicant)
- Total (Original Value) of CCJ's (Applicant)
- Cameo Data
- Number of Bank/Building Society Searches in Last 3 months
- Number of Credit Card Searches in Last 3 months
- Number of Retailer Searches in Last 3 months
- Number of Finance House Searches in Last 3 Months
- Total Number of Searches (4-6 months)
- Total Number of Searches (Last 3 months)

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Public information

Public information files (i.e. CCJ's, bankruptcies and insolvencies) are searched and summary data returned or warning flags.

Note: Notice of corrections and Notice of Disputes are derived from public files and will be displayed within our reports.

No adverse data is 'Accept'.

If the applicant has a bankruptcy the following recommendation are made:

1. When a Bankruptcy Order has been discharged and the applicant has been employed in his current role for more than 12 months – ACCEPT
2. When a Bankruptcy Order has been discharged and the applicant has been employed in his current role for less than 12 months – ACCEPT WITH GUARANTOR
3. When the applicant has an un-discharged Bankruptcy Order - DECLINE

If the applicant is recorded as 'insolvent' this will be classed as a Decline.

If the applicant has a disclosed CCJ of between £1-£100 this will be acceptable.

If the applicant has a disclosed CCJ less than £999 this is acceptable with a UK based guarantor.

If the applicant has an undisclosed CCJ of any value, this will be classed as 'Decline' and tenancy will not be recommended even if the applicant offers an advanced rental payment or a guarantor.

Other CCJs, i.e. Satisfied CCJs, result in a 'Refer' and are acceptable.

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Value added information

Is the applicant confirmed as living at the address given?

Reference-my-tenant.com will search the files of a credit bureau to establish whether a tenant is living at the address given. Files such as Voters Roll and other relevant consumer files will be searched; the latter will confirm whether an applicant has current active/revolving credit.

If on Voters Roll, the decision will be Accept.

If not on Voters Roll, but located on other consumer files, the decision is Accept.

Any other scenarios would result in a Refer and proofs of residency will be required.

Is the applicant's date of birth confirmed?

Using a credit reference agency's consumer files, Reference-my-tenant.com is able to confirm an applicant's date of birth is as stated on their application form.

Yes means a match has occurred and the date of birth given in this application is consistent with that held on the credit bureau.

No means no match has occurred.

N/A means no search has been carried out as the applicant's address was overseas.

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Is there any detrimental information at alternative or linked addresses?

We automatically search 6 years worth of address links for derogatory public information. These address links are usually created from the movement of credit. Once an address link is established, Reference-my-tenant.com will search this undisclosed address for public derogatory information.

Yes means derogatory public information exists at an address which has been found. The results of this discovery will be displayed in the Public Information section and result in a Decline.

No means address links have been searched and no derogatory data exists.

N/A means there are no linked addresses.

Inferred/Potential Alias

Reference-my-tenant.com automatically searches the credit bureau's consumer files to establish whether your applicant is known under a pseudonym, i.e. maiden name, different spelling of an applicant's surname.

Yes means an alias, or potential alias, has been found and further searches will be carried out to confirm no derogatory public information is linked to the pseudonym.

No means that no aliases or potential aliases exists.

N/A means no search has been carried out as the applicant's address was overseas

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Any other warnings

Reference-my-tenant.com automatically searches the consumer credit files and other databases for evidence of warning flags.

Files searched, include:

- Deceased file
- Sanctions File (a file, sourced by the Bank of England, which highlights names of suspects who have been linked to terrorist activity)
- Specially Designated Nationals (a file, sourced by the United States Treasury, which highlights any individuals (and their relatives) who are involved in corrupt regimes
- Politically Exposed Persons (a file which includes names of any Government personnel and key figures within the UK i.e. judges, QC's, who could be at vulnerable and at risk

No = Accept

Yes = Refer

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References

The references are obtained from the current Employer and Landlord/Managing Agent (if in rented accommodation).

Landlords/Managing Agents:

- If no wear and tear issues, or arrears, are reported then this is classed as accept.
- If you applicant has been late with their rent, but not over one month late, this will result in an Accept with Guarantor
- If a high level of damage, or arrears in excess of one month, are reported then this is a decline.
- Confirmation of the applicant's current rent and last date of inspection is also confirmed
- We also ask whether the managing agent/landlord would re-let to the tenant. If yes, accept; if no, decline.

Employers:

- If salary, position and length of contract is verified by the employer this is classed as accept.
- If the details are inconsistent then this is a refer.
- The overall decision may be supported with conditions i.e. seek proof of residency or ID, or seek positive bank statements. Copies of these proofs must be taken and kept on file.

Overall decision

Once the final results have been assessed by a qualified Referencing Adviser, an overall decision will be given as follows:

1. Accept
2. Accept with conditions
3. Accept with a guarantor
4. Refer – when seeking further information
5. Decline

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