

PART B – To be completed by the applicant (* Denotes mandatory fields)

Personal details

Mr/Mrs/Miss/Ms *	<input type="text"/>	Other (please specify)	<input type="text"/>
First name *	<input type="text"/>	Middle name(s) *	<input type="text"/>
Surname *	<input type="text"/>	Maiden name(s) *	<input type="text"/>
Date of birth *	<input type="text"/>	Nationality	<input type="text"/>
Sex	<input type="text" value="Male"/> / <input type="text" value="Female"/>	N.I. number *	<input type="text"/>
Marital status *	<input type="text"/>		
Daytime tel no *	<input type="text"/>	Evening tel no *	<input type="text"/>
Mobile tel no *	<input type="text"/>	Email address	<input type="text"/>

Is this your main and principal home? * No Yes

Are you aware of any CCJ/CD/Bankruptcy Orders, current or pending? * No Yes

Do any of the proposed tenants keep pets? * No Yes

Do any of the proposed tenants smoke? * No Yes

How do you propose to pay the rent? * Own means Housing benefit

Name(s) of children or permitted occupiers Age Date of birth

1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current address (* Denotes mandatory fields)

House number / name *	<input type="text"/>			
Flat number / name *	<input type="text"/>			
Street *	<input type="text"/>			
Town *	<input type="text"/>			
District *	<input type="text"/>			
County *	<input type="text"/>	Post code *	<input type="text"/>	
Status * (circle one)	<input type="text" value="Owner"/>	<input type="text" value="Rented"/>	<input type="text" value="Living with parents"/>	<input type="text" value="Council tenant"/>
Other (please specify)	<input type="text"/>			

Previous address (if you have not lived in your current address for more than 3 years) (* Denotes mandatory)

House number / name *	<input type="text"/>		
Flat number / name *	<input type="text"/>		
Street *	<input type="text"/>		
Town *	<input type="text"/>		
District *	<input type="text"/>		
County *	<input type="text"/>	Post code *	<input type="text"/>
Status * (circle one)	<input type="checkbox"/> Owner	<input type="checkbox"/> Rented	<input type="checkbox"/> Living with parents
	<input type="checkbox"/> Council tenant		
Other (please specify)	<input type="text"/>		

PART C – Employment details (to be completed by the applicant if a fully Comprehensive reference is required) (* Denotes mandatory fields)

Employment status * (please tick)

<input type="checkbox"/> Self employed	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Student	<input type="checkbox"/> Retired	<input type="checkbox"/> Payment in advance

Is your job likely to change in the next 2 months? If so, please give details of your new employer and not your current one

Type of business	<input type="text"/>		
Job title*	<input type="text"/>		
Annual income (gross) *	<input type="text"/>	Employment start date *	<input type="text"/>
Average annual overtime or bonus	<input type="text"/>	Average annual commission	<input type="text"/>
Payroll/pension no *	<input type="text"/>	Nature of your employment *	
		Full time	<input type="checkbox"/>
		Temporary	<input type="checkbox"/>
		Contract	<input type="checkbox"/>
Do you have any additional income? If so, how much per annum?	<input type="text"/>		
Source of additional income	<input type="text"/>		

Confidentiality Note

Once fully complete, please transfer to www.reference-my-tenant.com. The information contained within this application is being transmitted to and is intended only for RMT. If the reader of this message is not the intended recipient, you are hereby advised any dissemination, distribution or copy of this is strictly prohibited.

Employer / Accountant / Pension Provider's details (* Denotes mandatory)

Employer / Accountant Pension provider *	<input type="text"/>		
Office / house name / number *	<input type="text"/>		
Street name *	<input type="text"/>		
Town *	<input type="text"/>		
County *	<input type="text"/>	Post code *	<input type="text"/>
Contact name *	<input type="text"/>		
Contact job title *	<input type="text"/>		
Daytime tel number *	<input type="text"/>		
Mobile number	<input type="text"/>		
Email address *	<input type="text"/>		
Fax number *	<input type="text"/>		

Landlord's details (of where you are currently, or have previously, lived) This information can be found on your tenancy agreement, usually on page 1 (* Denotes mandatory fields)

Landlord's name *	<input type="text"/>		
House number / name *	<input type="text"/>	Street name *	<input type="text"/>
Town *	<input type="text"/>		
County *	<input type="text"/>	Post code *	<input type="text"/>
Daytime tel number *	<input type="text"/>	Mobile number	<input type="text"/>
Email address *	<input type="text"/>	Fax number *	<input type="text"/>

Do you rent through a managing agent? If so, give details below:

Agent's name *	<input type="text"/>		
Office / house name / number *	<input type="text"/>		
Street name *	<input type="text"/>		
Town *	<input type="text"/>		
County *	<input type="text"/>	Post code *	<input type="text"/>
Contact name *	<input type="text"/>		
Daytime tel number *	<input type="text"/>	Mobile number	<input type="text"/>
Email address *	<input type="text"/>	Fax number *	<input type="text"/>

PART D – Bank / Building Society details (* Denotes mandatory fields)

Name of bank *	<input type="text"/>		
Address *	<input type="text"/>		
Account name *	<input type="text"/>		
How long with bank?	<input type="text"/>	Account number *	<input type="text"/>
		Sort code *	<input type="text"/>
Do you have a cheque guarantee card?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>

Next of Kin (not co-tenant)

Name	<input type="text"/>		
house number / name	<input type="text"/>	Street name	<input type="text"/>
Town	<input type="text"/>		
County	<input type="text"/>	Post code	<input type="text"/>
Relationship	<input type="text"/>		
Daytime tel number	<input type="text"/>	Mobile number	<input type="text"/>
Email address	<input type="text"/>		

PART E – TO BE SIGNED BY THE APPLICANT

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand that my application form and the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Reference-my-tenant searching information held by credit reference agency and agree that Reference-my-tenant and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and / or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority. Otherwise all information will be treated as confidential.

I consent to the information contained in my Application Form being used by Reference-my-tenant and its business partners to notify me of other products and services as appropriate. Please tick box if you DO NOT wish your information to be used by Reference-my-tenant and its business partners to notify you of other products and services.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing my application form and the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application. I also understand that if my reference is declined I will not be given a refund of my application fee.

Please sign and date the form.

Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
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