



Individual applicant form

Part A should be completed by the Landlord. The other sections should be completed by the tenant/applicant, according to the type of assessment required. Please complete this Application Form in BLACK INK using BLOCK CAPITAL LETTERS. Once fully completed, send with your cheque with the correct payment made payable to 'Reference My Tenant' to Reference-my-tenant, PO Box 1222, Lincoln, LN5 5HF. One application form should be completed per prospective tenant.

Part A to be completed by the Landlord (All fields are mandatory)

Landlord's name	<input type="text"/>
Landlord's tel number	<input type="text"/>
Landlord's address	<input type="text"/>
	<input type="text"/>
Landlord's email address	<input type="text"/>

To assist us to complete the assessment process, there might be a requirement to contact the applicant by telephone. Please tick the box opposite if this is not acceptable.

Landlord to tick the appropriate report type to indicate which parts the tenant must complete

Tenant Comprehensive	A	B	C	D	E	<input type="checkbox"/>
Tenant Standard	A	B	D	E		<input type="checkbox"/>

Property details (of the property your applicant is going to rent)

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"/>
Total rent	£ <input type="text"/> per week / month (circle as appropriate)	
Proposed tenancy start date	<input type="text"/>	Period <input type="text"/> months

Confidentiality Note

Once fully complete, please send with your cheque for the correct payment made payable to 'Reference My Tenant' to Reference-my-tenant, PO Box 10181, Grantham, Lincs NG31 0GG. 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.

Please give details of all other adults moving into the property and ensure that an application form is completed for each applicant

	First name	Middle name	Surname	Share of rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

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

Mr/Mrs/Miss/Ms * Other (please specify)

First name * Middle name(s) *

Surname * Maiden name(s) *

Date of birth * Nationality

Sex /

Marital status *

Daytime tel no * Evening tel no *

Mobile tel no * Email address

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="checkbox"/> Owner	<input type="checkbox"/> Rented	<input type="checkbox"/> Living with parents
	<input type="checkbox"/> 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 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="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 *	
NI number *	<input type="text"/>	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?

£

Source of additional income

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

Employer / Accountant
Pension provider *

Office / house name / number *

Street name *

Town *

County *

Post code *

Contact name *

Contact job title *

Daytime tel number *

Mobile number

Email address *

Fax number *

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

Landlord's name *

House number / name *

Street name *

Town *

County *

Post code *

Daytime tel number *

Mobile number

Email address *

Fax number *

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

Agent's name *

Office / house name / number *

Street name *

Town *

County *

Post code *

Contact name *

Daytime tel number *

Mobile number

Email address *

Fax number *

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 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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Reference-my-tenant, PO Box 10181, Grantham, Lincs, NG31 0GG Tel 0845 468 2616 Fax 0845 468 2617

Email info@reference-my-tenant.com Web Reference-my-tenant.com.

Reference-my-tenant is a trading name of Nelson Referencing Ltd. Company registered in England and Wales, number 6954662