Individual applicant form

reference-my-tenant.com

Part A should be completed by the branch. The other sections should be completed by the tenant/applicant or guarantor according to the type of assessment required. Please complete this Application Form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Once fully completed, please return to your local branch

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

Branch account number	**H**
Branch name	
Contact name	
Contact tel number	

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

Branch to tick the appropriate report type to indicate which parts the tenant/guarantor must complete

Tenant Comprehensive   A B C D E ☐

Tenant Standard   A B D E ☐

Comprehensive Tenant & Guarantor *(to be used when the branch knows that a guarantor is required from the outset).* Also a Guarantor's application form must be completed and submitted   A B C D E ☐

Property details *(of the property you are going to rent)*

House number / name	
Flat number / name	
Street	
Town	
District	
County	
Post code	
Total rent	£ per week / month *(circle as appropriate)*
Proposed tenancy start date	
Period	months

Is the rental being paid in advance?   YES / NO   If so, how many months in advance? ☐

Please give details of all adults moving into the property, and their rental share

	Title	First name	Middle name	Surname	Share of rent
Tenant 1					£
Tenant 2					£
Tenant 3					£
Tenant 4					£
Tenant 5					£

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 [Male / Female]   N.I. number * [   ]

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

#	Name	Age	Date of birth
1	[ ]	[ ]	[ ]
2	[ ]	[ ]	[ ]
3	[ ]	[ ]	[ ]
4	[ ]	[ ]	[ ]

Current address *(* Denotes mandatory fields)*
If you have two current addresses, please complete the 'Previous Address' boxes on the next page, to confirm your second current address as all UK addresses will need to be credit checked.

House number / name * [   ]

Flat number / name * [   ]

Street * [   ]

Town * [   ]

District * [   ]

County * [   ]   Post code * [   ]

Status * *(circle one)*   Owner   Rented   Living with parents   Council tenant

Other *(please specify)* [   ]

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

House number / name * [   ]

Flat number / name * [   ]

Street * [   ]

Town * [   ]

District * [   ]

County * [   ]   Post code * [   ]

Status * *(circle one)*   Owner   Rented   Living with parents   Council tenant

Other *(please specify)* [   ]

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

Employment status * *(please tick)*

[ ] **Self employed**   [ ] **Employed**   [ ] **Unemployed**

[ ] **Student**   [ ] **Retired**   [ ] **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 [   ]

Job title* [   ]

Annual income (gross) * [£   ]   Employment start date * [   ]

Average annual overtime or bonus [£   ]   Average annual commission [£   ]

Payroll/pension no * [   ]   Nature of your employment *
Full time [ ]
Temporary [ ]
Contract [ ]

Is your employment likely to change in the near future? *   YES [ ]   NO [ ]
(if so, please give details of your new employer)

Is your employment of a PAYE or Self Employed nature?   PAYE [ ]   Self Employed [ ]

Is your employment subject to a probationary period?   YES [ ]   NO [ ]

If so, when does this probationary period end? [   ]

Do you have any additional income? If so, how much per annum? [£   ]

Source of additional income [   ]

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

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, or have previously, lived) *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 *

Address *

Account holder*

How long with bank?

Account number *(last four digits only please)* *   Sort code *

Do you have a cheque guarantee card?   Yes   No

Next of Kin *(not co-tenant)*
This information is vitally important as we may need to contact this person in an emergency. Can you please confirm a suitable next of kin, who is not a fellow tenant. Please be aware that providing this data is not a mandatory requirement.

Name

house number / name   Street name

Town

County   Post code

Relationship

Daytime tel number   Mobile number

Email address

Any supporting notes/comments to assist with your application?

PART E – Consent *(For RMT to process your application, boxes 1-4 below must be ticked and your application signed and dated).*

☐ 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 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 also confirm that I have gained consent from my referees and my next of kin contact(s) to add their details to my application in relation to this rental let.

☐ I consent to Reference-my-tenant.com searching information held by a credit reference agency and agree that Reference-my-tenant.com can submit my application on my behalf, via their online portal. I also consent to Reference-my-tenant.com completing any mandatory fields within this form that I may have omitted. I further consent to the credit referencing agency keeping a record of the search and the results of the 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 understand that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998 and that all data collection and processing will comply with the EU's General Data Protection Regulations (GDPR). That you may record sensitive data as defined in above Acts 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 the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Please sign and date below, to complete the consent process

Name [   ]   **Signature** [   ]   **Date** [   ]

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