

Comprehensive Reference Application Form

AGENT'S NAME: _____

PLEASE COMPLETE ALL SECTIONS

IF THE INFORMATION SUPPLIED IS INCOMPLETE OR INACCURATE
THIS MAY RESULT IN YOUR APPLICATION BEING DELAYED

Section 1 – PROPOSED ADDRESS (to be completed by the letting agent)

Landlord's Name:

Proposed Address:

Tenancy Term:

Proposed Monthly Rent:

Property Type (please tick): Let Only Fully Managed

Section 2 – RIGHT TO RENT (To be completed by the letting agent)

Is the Applicant from the UK, an EEA country or Switzerland? * Yes No

* The EEA countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

If NO:

Can you confirm that you have obtained copies from the original immigration documents (copy of Passport, Visa, Right of Entry) at the same time as having the tenants with you in person to verify their identities? Yes No

**If a Right to Rent check is required, please attach a copy of the applicant's
Passport and Visa or Right of Entry.**

Section 3A – APPLICANT INFORMATION

Title:

Forename(s):

Surname:

Main Phone Number:

Alternative Contact Number:

Email Address:

Amount of Rent Responsible for (£):

Section 3B – PERSONAL INFORMATION

National Insurance Number:

Date of Birth:

Credit History (please tick): Normal Adverse

CCJs (please tick): Yes No

If YES, please explain what these were and for how much:

Residential Status: Private Tenant Friends & Family Owned

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Section 4A – EMPLOYMENT DETAILS

Employment Status (please tick):

Employed Self-employed Temporary Student
 Retired Unemployed

Section 4B – EMPLOYER DETAILS

If you are employed, please provide details of your employment.

Company Name:

Company Address:

Contact Name:

Contact Position/Job Title:

Phone Number (please supply a Business landline only):

Email Address (please supply a Business email address only):

Your Position/Job Title:

Employment Start Date:

Gross Annual Salary (£):

Other Guaranteed Income (please provide amount and details of what this is for):

Section 4C – SELF-EMPLOYED

If you are self-employed, please provide the contact details for your accountant.

If you do not have an accountant, we will require your latest submitted tax return or SA100.

Annual Income (£):

Accountant's Name:

Phone Number (please supply a Business landline only):

Email Address (please supply a Business email address only):

Section 4D – PENSION DETAILS

If you are retired, please supply copies of your last three months' bank Statements (which must include your name, address and the bank's logo) along with a copy of your most recent pension statement or P60.

Section 4E – BENEFIT PAYMENTS

If you are currently receiving benefits, please supply copies of your last three months' bank statements (which must include your name, address and the bank's logo) along with your most recent DWP statement showing your benefit entitlements.

Section 4F – SAVINGS

If you have savings that you would like to be considered, please supply your last six months' bank statements (which must include your name, address and the bank's logo) that show your savings untouched for this period in a savings account.

Unfortunately, we are not able to accept savings held in shares or Premium Bonds.

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SECTION 7 - DECLARATION

This reference is being completed by Landlord Secure Ltd on behalf of your Letting Agent. Landlord Secure Ltd shall, for the purposes of this application form, be the Data Controller as defined in the Data Protection Act 1998. Please read and complete the following declaration statement carefully, making sure that you tick to say you understand how we are going to use your information. You should also sign and date the form in the space provided because we cannot complete your application without this, and it may delay your application.

Important - Your Personal Information



Credit decisions and also the prevention of fraud and money laundering

We may use credit reference and fraud prevention agencies to help us make decisions. If you would like to find out the full details of how your data may be used please phone 0161 413 3452 and ask one of our staff or email us on info@landlordsecure.co.uk or Contact Equifax – Customer Services on 0845 603 3000
By confirming your agreement to proceed you are accepting that we may each use your information in this way.

In order to complete your application, Landlord Secure Ltd will consult with a number of sources to verify the information you have provided, including a licensed credit reference agency. As a result of the information received:

Landlord Secure Ltd may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.

By consulting with a credit reference agency, Landlord Secure Ltd will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency Landlord Secure Ltd use and you may also apply for a copy of the information they provided to Landlord Secure Ltd.

If you default on your rental payments, Landlord Secure Ltd may record this on a centrally held database of defaulting tenants, and such a default could affect any future application for tenancies, credit, and/or insurance.

Landlord Secure Ltd may use debt collection agencies or tracing agents to trace your whereabouts.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

We may contact your referees by email. Any information obtained by Landlord Secure Ltd will only be sufficient for the reference purpose and will not be excessive. You should be aware that information sent electronically cannot be guaranteed to be secure.

Please Note: The provisions of Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement.

- I confirm that the information provided in this application form is true to the best of my knowledge, and I consent to the checks which Landlord Secure Ltd will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.
- I consent to Landlord Secure Ltd contacting my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Tenant's Signature: _____ Date: _____

Print Name: _____

Landlord Secure Ltd may contact you by email or phone to let you know about additional services they can offer which may be of interest to you. These services could help protect your liability as a tenant as well as your personal contents. If you don't want Landlord Secure Ltd to contact you by email or phone then please tick this box.