

**Official use only:** [If this section is left blank then we shall assume an instant plus reference with no rent guarantee]

I.D.  Choose a type of reference →  Instant: (credit check only)  Instant plus: (full reference) Would you like to add a rent guarantee? →  Yes  No

If 'No' leave this line blank → If 'Yes' which sort of rent guarantee? →  6 months nil excess  6 months 1 month XS  12 months nil excess  12 months 1 month XS

Notes: Letting agent use only

## Confidential Rental Application and Referencing Form

### Section 1 Details of the property being applied for

Address

Post code

Rent per month £  Tenancy period  months Tenancy start date

### Section 2 Personal details of the applicant

Title  Full name

Date of birth  Mobile telephone

Home telephone  Work telephone

Email address

### Section 3 Current address details of the applicant

Address

Post code

What are you currently? (please tick a box) →  A tenant (see below)  An owner  Living with parent(s)  Living with friends

↳ If you are a tenant please provide your landlord or agent details in section 5

How long have you lived at this address?  years  months **N.B.** If you have lived here for less than 1 year please give your previous address details in section 4

### Section 4 Previous address details of the applicant (if current address is less than one year)

Address

Post code

What were you at this address (please tick a box) →  A tenant  An owner  Living with parents  Living with friends

How long did you live at this address?  years  months **N.B.** If you were a tenant at this address AND are NOT a tenant currently then please state your landlord or agent details in section 5

**Section 5 Details of the applicant's current or most recent landlord or agent (if required)**

Which of these are you supplying details for? (who do you pay your rent to) (tick a box) →

Agent

Landlord

Name of landlord or letting agent

Their address



Post code

Best person to contact for reference (very important)

Landline number (very important)

Mobile

Email address

**Section 6 Employment and income status of the applicant**

Tick all the boxes (on the left hand side) which apply to you and answer the relevant questions in each case.

Tick if applicable →

- Unemployed  → What is your income from all unemployment benefits? → £  → You may require a guarantor
- Ever had any CCJs  → How many?  When is the last one dated?  → You may require a guarantor
- Ever been bankrupt  → Give the month and year you were last declared bankrupt  → You may require a guarantor
- Student  → What is the name of your university or college?  → You may require a guarantor
- Receiving a pension  → What is your gross annual income from all pensions? → £  → You may have to show proof
- On housing benefit  → How much is your monthly housing benefit? → £  → You may require a guarantor
- Self-employed  → What is your latest declared annual gross profit? → £  → Please complete section 7
- Employed  → What is your gross annual salary? → £  → Please complete section 7 and all below:

- Is your job permanent?  Yes  No → If 'No' please provide your previous employer in section 8
- Is your job about to change?  Yes  No → If 'Yes' please provide your future employer in section 8
- Do you have two declared jobs?  Yes  No → If 'Yes' please give your additional employer in section 8
- How long have you been employed by your present company?  years  months
- What position do you hold in this company?

**NB** If this is less than 1 year please complete section 8

**Section 7 Employer or accountant details of the applicant (if applicable)**

Which of these are you supplying details for? (who calculates your income tax) (tick a box) →

Employer

Accountant  
(self-employed)

Name of employer or accountant

Their address



Post code

Best person to contact for reference (very important)

Landline number (very important)

Mobile

Email address

**Section 8 Previous/future/additional employer details of the applicant (if required from section 6)**

Which of these are you supplying details for? (tick a box) →

Previous employer  
(if required)

Future employer  
(job about to change)

Additional employer  
(if you have two jobs)

Name of employer

Their address



Post code

Best person to contact for reference (very important)

Landline number (very important)

Mobile

Email address

**Section 9 Bank details of the applicant (mandatory)**

Name of your bank

Sort code

 -  - 

Name of account

Account number

Have you been with this bank more than 1 year?

Yes

No

**Section 10 Authorisation**

- The details contained in this application have been given by the named applicant with their full consent and agreement to be checked against those held on the Call Credit data base for the purpose of pre-tenancy acceptance.
- All records of any such searches will be kept securely for the intended use only and will not affect your ability to obtain credit in any way.
- All information and personal data is strictly held and used within the DATA PROTECTION ACT 1998.

I confirm that all the information given within this application is true and accurate to the best of my knowledge and authorise RENT4SURE to contact my employer and/or landlord/agent to verify that the information which I have submitted is correct and confirm my ability to complete my obligations within the tenancy. I also agree that RENT4SURE can contact me to obtain further information and inform me of additional products which are pertinent to the tenancy and agreeable to the letting agent.

Sign here →

Print your name here →

Enter today's date here →

 dd / mm / yyyy