



REFERENCING SERVICE  
INDIVIDUAL'S APPLICATION FOR TENANCY

1504337

The Letting Factory.com
133 West Bay Road Bridport
DT6 4EQ

All boxes marked  are MANDATORY and we are unable to proceed without the information.

**1. SERVICE, PROPERTY AND LANDLORD DETAILS** This section should be completed by the **LETTING AGENT**

Please select the service required. WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Credit Profile Plus		Comprehensive Plus	
Xpress (6 Months)	<input type="checkbox"/>	Extra (6 Months)	<input type="checkbox"/>
Xpress (12 Months)	<input type="checkbox"/>	Extra (12 Months)	<input type="checkbox"/>
Advantage (6 Months)		Advantage (12 Months)	

Address of property to be let:

Postcode:

Total rent for this property: £  per month      Total rent for this applicant: £  per month

Is this property shared?      Yes  No       If yes, number of sharers in the property:

Is this a student property?      Yes  No       If yes, use the student guarantee application

Tenancy term:  Years  Months      Tenancy Start Date:

Prospective Landlord's name:

Prospective Landlord's address:

Postcode:

**2. TENANT DETAILS** This section should be completed by the **TENANT**

Title:  First Name:  Surname:

Other Name(s):  Date of Birth:

Telephone:  Mobile:

Email:

Residential Status:      Property Owner      Council Tenant      Private Tenant      Living with Friends/Relatives

Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders?      Yes  No

If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.

**3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT** This section should be completed by the **TENANT**

Postcode:

Period at address:  Years  Months

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INDIVIDUAL'S APPLICATION

1504337

**4. PREVIOUS ADDRESS(ES) OF THE PROSPECTIVE TENANT**

This section should be completed by the **TENANT**

Where have you been living during the last 3 years?  
Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary

Address 2:   
 Postcode:

Period at address:  Years  Months

Address 3:   
 Postcode:

Period at address:  Years  Months

**5. CURRENT ESTATE AGENT/LANDLORD/MANAGING AGENT**

This section should be completed by the **TENANT**

Name of Estate Agent/Landlord/Managing Agent (delete as appropriate):

Address:   
 Postcode:

Telephone (day):  Telephone (evening):

Fax:  Email:

**6. TENANT'S EMPLOYMENT STATUS**

This section should be completed by the **TENANT**

Employed	Self-Employed	Please provide Accountant's details, or 3 years worth of SA302s or CIS Vouchers	On Contract	Retired
Unemployed	Student		Independent Means	Proof required if this box is ticked

Details of current Employer / Pension Administrator / Accountant (**delete as appropriate**)

Company Name:  Contact Name:

Address:   
 Postcode:

Telephone:  Fax:

Email:

Gross Salary / Pension / Drawings: £  per annum

Payroll / Service / Pension Number:

Position Held:  Start Date:

Is this position permanent? Yes  No

Will your employment change before the proposed tenancy starts? Yes  No  If YES, please detail on a separate sheet

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1504337

**7. TENANT'S PREVIOUS EMPLOYMENT / OCCUPATION**This section should be completed by the **TENANT**

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if necessary).

Employment status:    Permanently Employed                      Self-employed                      Unemployed  
                                  Student                      Other                      Please State: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**8. USEFUL INFORMATION**This section should be completed by the **TENANT**

Information requested in this box is not required for referencing purposes, however may assist your managing agent.

**Personal Details:**

Marital Status:    Single     Married     Divorced / Separated     Other

Are you a smoker?    Yes     No

Do you have any pets? Please Detail: \_\_\_\_\_

Names and ages of any children who will be occupying the property: \_\_\_\_\_

Next of Kin (this should not be your spouse): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

**Bank Details:**

Name(s) of Account Holder(s): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

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9. ADDITIONAL INFORMATION

This section should be completed by the **TENANT**

Use this space to provide any additional information we may have requested. If you run out of space, please use a separate sheet.

10. DECLARATION

This section should be completed by the **TENANT**

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to HomeLet and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet will remain the Data Controller for the purposes of this application. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Signed

Name  Date

The details you provide will be held by HomeLet and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services plc and other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

HomeLet is a trading name of Hanover Park Services plc and Erinaceous Insurance Services Ltd Registered address: Phoenix House, 11 Wellesley Road, Croydon, CR0 2NW Company Registration No: 04194617 & 03135797