



Comprehensive Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS
THIS APPLICATION SHOULD NOT BE USED IF INCOME VERIFICATION IS REQUIRED

User ID:	Date:
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1. Property Details (Address to be let)

Property address

Tenancy period months **Tenancy start date**

2. Primary applicant Details (All fields marked ** MUST be completed)

Title** **First name**** **Initials** **Surname****

Date of birth** / / **NI Number (or overseas equivalent)**

Current address**

Current address (cont) **Postcode**** **Time at address** years months **Occupation****

Contact number** **Mobile telephone number** **Marital status (e.g. single/married)**

Address status: **Owned/mortgaged** **Rented** (provide landlord details at Section 5) **Family/friends**

Are you or any of the above named a smoker? Yes No

Do you have any pets? Yes* No

Have you had any County Court Judgements or rent arrears in the past 6 years? Yes* No

- Details of any Judgments, arrears and/or pets should be included within section (8).

3. Previous Address (If at current less than 6 years*)

Previous address

Previous address (cont)

Postcode

Time at address

years months

3.1 Previous Address (If at current & previous less than 6 years*)

Previous address

Previous address (cont)

Postcode

Time at address

years months

4. Employment / Occupation details (Employed/Self employed)

Employment status (e.g. permanent)

Name of organisation

Employment dates

From To

Position held

Contact name

Contact position

Address

Contact telephone number

Contact fax number

Contact E-mail address

5. Current landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

6. Character Referee (Non relative known for 3 years+)

Referee name

Relationship (e.g. previous employer)

Time known

years

Address

Contact number

Fax number or E-mail address

A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE

7. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise Rentchecks to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signed

Date

Name

8. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

Guidance & Information

- Section 2 must be completed. This is the minimum amount of information required to assess an application.
- Validating postcodes before submitting this form will speed up processing times (postcodeanywhere.com).
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- The applicant's signed or verbal permission & identification **must** be obtained prior to submission of this application.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- You should, where possible advise referees that we will be contacting them as this will reduce delays.
- National Insurance number, monthly rental value and referee sections are optional. Please consult the website to establish whether you wish to include this information for processing.
- Any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place or offered.

Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us via the following methods.

E-mail - validation@rentchecks.com

Tel – 0844 412 7752

Fax – 0844 873 4721

PLEASE RETURN THIS FORM VIA: FAX – 0844 873 4721

E-MAIL - VALIDATION@RENTCHECKS.COM