



## Tenancy Certification Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

Email Address:

Date:

### 1. Primary applicant Details (All fields marked \*\* MUST be completed)

Title**	First name**	Initials	Surname**
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth**	NI Number (or overseas equivalent)	Gross annual salary/income	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	£ <input type="text"/>	
Current address**			
<input type="text"/>			
Current address (cont)	Postcode**	Time at address	Occupation**
<input type="text"/>	<input type="text"/>	<input type="text"/> years <input type="text"/> months	<input type="text"/>
Contact number**	Mobile telephone number	Marital status (e.g. single/married)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address status:	Owned/mortgaged	Rented (provide landlord details at Section 4)	Family/friends
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you smoke?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any pets?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>	
Have you had any County Court Judgements or rent arrears in the past 6 years?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>	

Details of any Judgments, arrears and/or pets should be included within section (10).

### 2. Previous Address (If at current less than 6 years\*)

Previous address		
<input type="text"/>		
Previous address (cont)	Postcode	Time at address
<input type="text"/>	<input type="text"/>	<input type="text"/> years <input type="text"/> months

### 2.1 Previous Address (If at current & previous less than 6 years\*)

Previous address		
<input type="text"/>		
Previous address (cont)	Postcode	Time at address
<input type="text"/>	<input type="text"/>	<input type="text"/> years <input type="text"/> months

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

### 3. Employment / Occupation details (Employed/Self employed)

<b>Employment status (e.g. permanent)</b>	<b>Name of organisation</b>	<b>Employment dates</b>	
<input type="text"/>	<input type="text"/>	From	To
<b>Position held</b>	<b>Contact name</b>	<b>Contact position</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Address</b>			
<input type="text"/>			
<b>Contact telephone number</b>	<b>Contact fax number</b>	<b>Contact E-mail address</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### 4. Landlord/Agent Referee

<b>Landlord/Agency name</b>	<b>Contact number</b>	<b>Fax number or E-mail address</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address of landlord/agent</b>		
<input type="text"/>		

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

<b>Referee name</b>	<b>Relationship (e.g. previous employer)</b>	<b>Time known</b>
<input type="text"/>	<input type="text"/>	<input type="text"/> years
<b>Address</b>		
<input type="text"/>		
<b>Contact number</b>	<b>Fax number or E-mail address</b>	
<input type="text"/>	<input type="text"/>	

### 6. Guarantor

OPTIONAL

<b>Title</b>	<b>First name</b>	<b>Surname</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>		<b>Postcode</b>
<input type="text"/>		<input type="text"/>
<b>Contact no</b>	<b>Income status (e.g. self/employed, retired)</b>	
<input type="text"/>	<input type="text"/>	
<b>Employment (e.g. self/emp, retired)</b>	<b>Employer's contact name^</b>	<b>Employer's contact no^</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

We may contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity.  
^ Please leave blank if unknown or inapplicable. An accountant or solicitor can be entered if self employed.

## 7 Banker's Details

Account holder name

Sort Code

Account Number

Banker's Branch Address

## 8. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

OPTIONAL

ID Type (e.g. passport)

Reference / Account number

Issuer (Utility only e.g. BT)

## 9. 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, obtain an employment reference (including salary/financial data) from my employer and to make any related enquiries necessary to assess my suitability for this agreement.

Signed

Date

Name

## 10. Additional Notes & Comments

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

## Guidance & Information

- Section 1 must be completed. This is the minimum amount of information required to assess an application.
- Couples should add the highest earner as the primary applicant.
- 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.
- Unemployed & student applicants must include a Guarantor unless proof of alternative funding can be produced.
- Applicants with low incomes may be required to provide details of a suitable Guarantor.
- The Guarantor provided must be in regular employment and agree to a credit & suitability assessment. We will contact the Guarantor to confirm this.
- This application must be signed prior to submission.
- 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 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.

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 - [apply@rentchecks.com](mailto:apply@rentchecks.com)  
Tel – 0844 412 7752  
Fax – 0844 412 7753

**PLEASE RETURN THIS FORM VIA: FAX – 0844 412 7753**  
**E-MAIL - [APPLY@RENTCHECKS.COM](mailto:APPLY@RENTCHECKS.COM)**