

Agent's Name: Proposed Move Date:

Postcode: Tenancy Period: 6 Months 12 Months

Rental Address: (Applying for) Share of the Rent: %

Postcode: Full Tenant Profile: OR Credit Search Only

Total Monthly Rent: Applicant or Guarantor (A or G)

Please complete this application in **BLOCK CAPITALS** and ensure all information and contact details are correct.
You must complete all required fields including email, fax and contact numbers.

Please ensure the referees you have provided on this application check their emails and spam folders for our verification link.

Step 1

Personal Details

Title Mr/Mrs/Etc: Maiden Name:

Forename: Gender: Male Female

Middle Name(s): (In FULL) Date of Birth:

Surname: Marital Status:

Contact Details

Home Phone: Mobile:

Work Phone:

Email:

ID Verification Detail

Photo ID Provided to Letting Agent:

Please provide your bank details for verification

SORT CODE						ACCOUNT NUMBER									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have any adverse credit history ie CCJs/Bankruptcies Yes No

If yes Please explain

Other Information (not applicable to guarantors)

How many children do you have? Are you a smoker? Yes No

How many over the age of 18? Do you have pets? Yes No

Current Accommodation (where you live now)

Address:

Town or City:

County:

Postcode:

Moved in Date:

Current Accommodation Status - (Of where you live now)

Currently Renting: (Fill in **Section A**)

Currently Living with friends & family: (Fill in **Section B**)

Currently a Homeowner: (Fill in **Section C**)

Section A

Currently Renting / Rented in the last 6 months

Landlord: or Agent:

Letting Agent Name:

Agent/Landlord Address:

Fax:

Postcode:

Agent / Landlord Contact Details:

Title-Mr/Mrs/Etc:

Phone:

Forename:

Mobile:

Surname:

Email:

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

Total Monthly Rent: £

Joint Tenancy?: Yes No

Please name other tenant(s):

Section B

Currently Living with Family or Friends

Title: Phone:

Forename: Mobile:

Surname:

Email:

Relationship to you: ie Mother

Section C

Currently a Homeowner

Please provide proof of your home ownership.

Mortgage statement: Buildings Insurance Policy

Solicitor's completion certificate Land registry title extract:

Already provided to Letting Agent:

Either- email to:enquire@uktenantdata.com or fax to 0845 1800 873 or call in to your agent and ask them to take a copy and send the document to UKtenantdata on your behalf.

Section D

Previous Address if less than 3 years

Address: Postcode:

Moved in Date:

NOW GO DIRECTLY TO STEP 3

Next of Kin Information

Step 3

Note to Applicant: This must be a person you will not be living with at the address applied for.

Title: Phone:

Forename: Mobile:

Surname: Relationship:

Address: (eg friend)

Years known:

Email: Postcode:

I consent to the agent contacting my next of kin in the event of an emergency or in the event that a situation requires immediate attention.

Income Status Information

Step 4

- Employed: **(Fill in Section Aa)**
- Self Employed/ Director of own company: **(Fill in Section Bb)**
- Unemployed & Other Means of Income: **(Fill in Section Cc)**

National Insurance Number:

Section Aa

Employed

Your Employer/Accountant may need your signed authority to release your employment information. (If this is the case please call UKtenantdata on 0845 180 0872)

<p>Employed by: <input style="width: 280px;" type="text"/> <small>(ie Company Name)</small></p> <p>Address: <input style="width: 280px; height: 40px;" type="text"/></p> <p>Postcode: <input style="width: 140px;" type="text"/></p>	<p>Department: <input style="width: 280px;" type="text"/> <small>(If applicable)</small></p> <p>Phone: <input style="width: 280px;" type="text"/></p> <p>Fax: <input style="width: 280px;" type="text"/></p>
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Employer Contact Details: (the person who can officially confirm your employment and salary)

Title-Mr/Mrs/Etc: <input style="width: 80px;" type="text"/>	Phone: <input style="width: 280px;" type="text"/>
Forename: <input style="width: 280px;" type="text"/>	Mobile: <input style="width: 280px;" type="text"/>
Surname: <input style="width: 280px;" type="text"/>	Fax: <input style="width: 280px;" type="text"/>
Email: <input style="width: 740px;" type="text"/>	

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

Job Details:

Job Title: <input style="width: 280px;" type="text"/>	Annual Salary: <input style="width: 220px;" type="text"/> <small>(your pay per year before tax & NI is deducted)</small>
Start Date: <input style="width: 40px;" type="text"/> dd <input style="width: 40px;" type="text"/> mm <input style="width: 60px;" type="text"/> yyyy	Annual Bonus: <input style="width: 220px;" type="text"/>
Full Time: <input type="checkbox"/> Part Time: <input type="checkbox"/> Permanent: <input type="checkbox"/> Temporary: <input type="checkbox"/>	Length of contract (in Months) <input style="width: 100px;" type="text"/>

Section Bb

Self Employed / Director of own company Your Business Details:

Business Name: <input style="width: 280px;" type="text"/>	Annual Bonus: <input style="width: 220px;" type="text"/>
Years Trading: <input style="width: 40px;" type="text"/>	Business Type: <input style="width: 280px;" type="text"/> <small>(e.g. builder)</small>
Annual Income: <input style="width: 200px;" type="text"/> <small>(Salary/Drawings/Dividends)</small>	Job Title: <input style="width: 280px;" type="text"/>
Accountant's Name: <input style="width: 280px;" type="text"/>	Accountant's Address: <input style="width: 280px; height: 40px;" type="text"/>
Phone: <input style="width: 280px;" type="text"/>	Postcode: <input style="width: 140px;" type="text"/>
Fax: <input style="width: 280px;" type="text"/>	
Email: <input style="width: 740px;" type="text"/>	

If you have additional means of income other than above, fill in Section Cc also.

Section Cc

Other Means of income

State Pension MONTHLY:	<input type="text" value="£"/>	Investment Income MONTHLY:	<input type="text" value="£"/>
Private Pension MONTHLY:	<input type="text" value="£"/>	Interest on Savings MONTHLY:	<input type="text" value="£"/>

Unemployed & Additional Means of Income

Family Tax Credit MONTHLY:	<input type="text" value="£"/>	Income Support MONTHLY:	<input type="text" value="£"/>
Housing Benefit MONTHLY:	<input type="text" value="£"/>	Disability Living Allowance MONTHLY:	<input type="text" value="£"/>
Other Income MONTHLY:	<input type="text" value="£"/>		
Other Income Description:	<input type="text"/>		

The Agent of Landlord will take copies of the relevant documents they need for their files to verify the income and additional income specified in this section.

Terms and Conditions

This information is provided to us for the purpose of tenant profiling and selection, this information will be used to establish your performance as a prospective tenant or as guarantor of a prospective tenant. These enquiries will include carrying out a credit report to confirm any identifiable adverse data, ID verification, confirmation of registration on the Electoral Roll Register, undeclared addresses and previous aliases. Any findings will be shared with third party credit reference agencies. We will contact current / previous landlords and managing agents to verify and process information to establish future performance. We will make contact with your employer or accountant for the purpose of verifying your financial integrity and to confirm the information supplied by you is factual and correct. These enquiries will be made by fax, email, letter, telephone, SMS or in person. All information supplied to Uktenantdata (Ifaqs Ltd) will be processed and stored on a secure server, and used for the purpose and ease of future use of the site. The information can be updated by Uktenantdata, the managing agent, private landlord, user, account holder or applicant. The updating of the tenant / guarantor file will be for the purpose of scoring or registering tenancy performance, including delinquency, (Arrears/Property Dilapidation) and for the purpose of applying "Notices of Correction" (NOC) to a tenant file. The NOCs are only applied on the supply of credible evidence supporting an application for an NOC. (Notice of Correction) All storage, use and transmission of personal information relating to an individual or a company are subject to the Data Protection Act. You can obtain a copy of all the details held by applying, with the £10.00 fee, to the data controller at Uktenantdata (Ifaqs Ltd) 8 South Preston Office Village, Cuerden Way, Bamber Bridge, Preston, Lancashire, PR5 6BL

As part of our service we, or our third party partners, may from time to time contact you with updates and product information relevant to you. If you do not wish to be contacted please tick.

I understand that should I, or the tenant(s) I am guarantoring be served with a Section 8 or Section 21 Notice during the tenancy period, the information will be recorded and stored within UKtenantdata's database for a period of 6 years.

By signing this application, I agree to all the terms and conditions, I consent to UKtenantdata making enquiries to verify my information and give my consent for my employer/accountant/ current/previous letting agent/landlord/each referee I have provided, to release information requested by UKtenantdata in order for them to assess my suitability as a tenant/guarantor. This information can be viewed by registered users of UKtenantdata's service to establish my future performance as a prospective tenant/guarantor.

Next of Kin

If a situation arises whereby the letting agent cannot make contact with me, I consent to the letting agent making contact with my next of kin, the details of which I have supplied within this application. In the absence of direct communication with me, I authorise the letting agent to serve any notices or legal papers at the address of my next of kin. I have made my next of kin aware of this arrangement and can confirm I have their full authority.

Please note!

Should your application be declined or you fail to proceed with the letting of the property, your application fee will be forfeit.

NAME IN BLOCK CAPITALS:

Applicant Signature:

Today's Date: