

# Tenant/Guarantor Application Form

Service selection: Application type:

- Full Profile     Tenant  
 Credit Check     Guarantor  
 Insight



FLS Account Number:

PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS (one form for each applicant or guarantor)

## 1. TO BE COMPLETED BY LETTING AGENT ONLY

Property Address:

Tenancy Period:

Tenancy start date:

No of applicants:

Total rent pcm:

Rent for this applicant:

Identification Supplied:

I.D. Reference Number: (e.g. passport number)

Residency proof supplied: (e.g. utility bill)

## 2. PERSONAL DETAILS

Title:

Forename:

Middle Name(s):

Surname:

Date of Birth:

NI Number: (or overseas equivalent)

Gross annual salary/income:

Daytime contact number:

Mobile telephone number:

Marital status: (e.g. single/married)

Email address:

Current address:

Previous address: (if less than 3 years at current)

Postcode:

Time at address:

Time at address:

years months

Status at current address: (please tick one)

- owner with mortgage, please give lenders name:     tenant (please provide further details on Page 2)

living with family

living with friends

owner with no mortgage     other, please specify:

Next of Kin Name & Address:

This should not be a joint tenant and should not be residing at the property address

Next of Kin Telephone:

Relationship to tenant:

## 3. OTHER OCCUPIERS

Do you intend to have any pets at the property? Yes  No

If yes, specify animal, breed and age:

Children/Dependants living at the property:

Number:

Ages of Children/Dependants:

Do any of the proposed occupants smoke? Yes  No

### Tenancy Deposit Protection Scheme

Please provide the name and address of the person who is paying the security deposit on this property.

Note: This is the person to whom the deposit will be returned at the end of the tenancy.

#### 4. EMPLOYMENT/OCCUPATION DETAILS

Employed       Self-employed       Unemployed       Retired

Other – please specify

Occupation:

Employer/Accountants name:

Length of employment:

Employers/Accountants Address:

Payroll Number:

Contact Name/Department:

Contact position:

Contact telephone number:

Contact Fax number:

Contact email address:

Please ensure contact name/department is able to confirm salary/income details and put them on notice to receive a reference request. If in current employment for less than three months please provide previous employment details on a separate sheet.

#### 5. CURRENT LANDLORD/LETTING AGENT DETAILS (If you are currently in rented accommodation)

Landlord/Agency name:

Contact number:

Fax number/email address:

Address of Landlord/Agent:

Current rent amount:

#### 6. BANK ACCOUNT & FINANCIAL DETAILS (not compulsory for guarantors)

Account holder name:

Account number:

Sort Code:

Do you have any loans or overdrafts? Yes  No

If yes, please state below:

| Lender | Amount | Monthly | Repayment | Expiry | Date |
|--------|--------|---------|-----------|--------|------|
|--------|--------|---------|-----------|--------|------|

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Have you any credit cards or store cards? Yes  No

If yes, state below:

| Card Company | Credit limit | Balance owing |
|--------------|--------------|---------------|
|--------------|--------------|---------------|

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Have you, your spouse or any other party to this application been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last six years? Details should be provided on a separate sheet. Yes  No

#### 7. CONSENT DECLARATION

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I give my consent for this information to be verified by FLS Tenant Referencing. I give my consent for a search to be carried out with a credit reference agency and understand that this search will be recorded. The results of this application and verified information will be shared with the landlord or letting agent of the property. I understand that should any of the information contained in this application be found to be untrue, the application will be declined and I may lose all or part of the administration fee. I also understand that details of any late rent payments may be recorded.

**I give my employer, accountant and landlord/letting agent permission to disclose any information requested by FLS Tenant Referencing including salary/income details.**

Signed:

Print Name:

Date:

## 8. RIGHT TO RENT

From 1st February 2016, landlords and letting agents in England are required to check the immigration status of all adult tenants before the start of a new tenancy to determine whether they have the right to live in the UK legally. To comply with this legislation you will need to present an original identification document to the landlord or letting agent and they will retain a copy.

Your Full Name:

Nationality:

Please answer **one** of the following sections:

**I have a permanent right to live in the UK**

You will need to provide an original document from the list below. Please **tick one box** indicating which document you have:

- A passport (current or expired) showing that you are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK
- A passport or national identity card (current or expired) showing that you are a national of the EEA or Switzerland
- A valid Biometric Residence Permit issued by the Home Office indicating that you are allowed to stay indefinitely in the UK
- A Registration Certificate or document (current or expired) certifying permanent residence issued by the Home Office, to a national of an EU country, EEA country or Switzerland
- A certificate of registration or naturalisation as a British citizen
- A passport (current or expired) endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK
- A valid immigration status document issued by the Home Office with an endorsement indicating that you are permitted to stay indefinitely in the UK or have no time limit on your stay in the UK
- A Permanent Residence Card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office, to a non-EEA national, the family member of a national of a EU country, EEA country or Switzerland.
- I do not have any of the above documents  
(please see [www.tenantref.co.uk/righttorent](http://www.tenantref.co.uk/righttorent) for more information)

**I am allowed to live in the UK for a limited time**

You will need to provide an original document from the list below. Please **tick one box** indicating which document you have:

- A current passport endorsed to show that you are allowed to stay in the UK for a time limited period.
- A current Biometric Residence Permit issued by the Home Office, which indicates that you can currently stay in the UK for a time limited period.
- A valid Immigration Status Document issued by the Home Office with a valid endorsement indicating that you may stay in the UK for a time limited period.
- A Residence Card or a Derivative Residence Card issued by the Home Office to a non-EEA national who is either a family member of a national of an EU country, EEA country or Switzerland or has a derived right of residence in the UK under EU law for a time limited period.
- I do not have any of the above documents

Document Expiry Date:

(This is the date that your right to stay in the UK expires)

Do you have an ongoing immigration application or appeal to the Home Office?

Yes  No

If yes, please provide your Home Office reference number:

### LETTING AGENT/LANDLORD USE ONLY:

I confirm that I have seen the original document as shown above in the presence of the holder, in accordance with the issued right to rent guidelines. The document appears genuine and unaltered and I have retained a copy.

Signed:

Letting Agent/Landlord Name:

Company name (if applicable):

Date of check:

**FLS TENANT REFERENCING SERVICES LIMITED** – Registered in England No. 04533509

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support@tenantref.co.uk | For further information about our application process, please visit [www.tenantref.co.uk/about](http://www.tenantref.co.uk/about)