



Tenant Assessment Application Form

Part A should be completed by the branch. The other sections should be completed by the applicant, according to the type of assessment required. Please complete this Application Form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Once fully completed please return to your local branch.

Part A To be completed by the branch *(mandatory field for assessments)*

Branch Name	<input type="text"/>	TLC Username/ Cost Centre	<input type="text"/>
Contact Name	<input type="text"/>		
Contact Telephone Number	<input type="text"/>		

Complete Parts: *please tick to highlight which parts you are completing*

Tenant Comprehensive

A B C D E

Tenant Standard

A B C E

Property Details

House Number / Name	<input type="text"/>		
Flat Number / Name	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Total Rent	£ <input type="text"/>	Per week / month <i>(delete as appropriate)</i>	
Proposed Tenancy Commencement Date	<input type="text"/>	Period	<input type="text"/>
Does the landlord have resident landlord status?	Yes <input type="radio"/>	No	<input type="radio"/>

Confidentiality Note

Once fully complete, please transfer to www.tenant-letting-check.com. The information contained within this application is being transmitted to and is intended only for TLC. If the reader of this message is not the intended recipient, you are hereby advised any dissemination, distribution or copy of this is strictly prohibited. If you receive this application in error, please immediately notify us by calling **01476 594296**.

Part B To be completed by the applicant (mandatory for all assessments) If more than one applicant applying, separate application forms must be completed as appropriate for each.

Please give the names of all adult tenants moving into the property

	First Name	Middle Name	Surname	Relationship	Share of Rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Part C To be completed by the applicant (* denotes mandatory fields)

Please complete ALL boxes. If more than one applicant, parts C to E inclusive must be completed as appropriate for each tenant.

Personal Details

Mr/Mrs/Miss/Ms*	<input type="text"/>	Other (please specify)	<input type="text"/>
Surname *	<input type="text"/>		
First Name *	<input type="text"/>	Middle Name	<input type="text"/>
Date of Birth *	<input type="text"/>	Nationality*	<input type="text"/>
Sex	<input type="text"/> Male / Female (please circle)		
Marital Status	<input type="text"/>	Maiden/Other Name	<input type="text"/>
Daytime Telephone Number	<input type="text"/>	Evening Tel Number	<input type="text"/>
Mobile Telephone Number	<input type="text"/>	Bank Acc. No* (8 digits)	<input type="text"/>
		Bank Sortcode* (00-00-00)	<input type="text"/>
Email Address *	<input type="text"/>		

How do you propose to pay the rent?*

Own means Housing benefit

Are you aware of any current or pending adverse records such as CCJ/Bankruptcy Orders/IVAs etc?* (please tick)

Yes No

If yes, give details:

Do any of the proposed tenants keep pets? (please tick)

Yes No Unknown

Do any of the proposed tenants smoke? (please tick)

Yes No Unknown

	Names of children or permitted occupiers (not co-tenants):	Age	Date of Birth (dd/mm/yy)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Current Address Please enter the address you are currently living at regardless of the time you have been there.

House Number / Name*

Flat Number / Name*

Street*

Town*

District*

County* Postcode*

Status (circle one)* Owner Rented Living with Parents Council tenant

Other (please specify)

How long have you lived at your current address?* Years Months

Previous Address Enter only if you have lived at your current address for less than 3 years.

House Number / Name*

Flat Number / Name*

Street*

Town*

District

County Postcode*

Status (circle one)* Owner Rented Living with Parents Council tenant

Other (please specify)

How long did you live at your previous address?* Years Months

Additional Address Enter only if you have lived at your current and previous addresses for less than 3 years.

House Number / Name*

Flat Number / Name*

Street*

Town*

District

County Postcode*

Status (circle one)* Owner Rented Living with Parents Council tenant

Other (please specify)

How long did you live at your additional address?* Years Months

Part D To be completed by the applicant for Comprehensive Assessments

(* denotes mandatory fields)

Landlord Details

Complete this section if you indicated that you are or have lived in rented accommodation. Please complete **ALL** boxes, including individual contact details (telephone and fax number) for landlord and/or current managing agent.

Landlord's name* (This information can be found in your tenancy agreement)	<input type="text"/>		
House Name*	<input type="text"/>		
Street Number / Name*	<input type="text"/>		
Town*	<input type="text"/>		
District*	<input type="text"/>		
County	<input type="text"/>	Postcode*	<input type="text"/>
Daytime Telephone* (including STD code)	<input type="text"/>	Evening Telephone	<input type="text"/>
Mobile Number	<input type="text"/>	Fax No.*	<input type="text"/>
Email Address*	<input type="text"/>		

If your references need to be given by a letting/managing agent or local authority, please also complete below.

Managing Agent Name* (if applicable)	<input type="text"/>		
Contact Name*	<input type="text"/>		
Office / House Name*	<input type="text"/>		
Street Number / Name*	<input type="text"/>		
Town*	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Postcode*	<input type="text"/>
Daytime Telephone* (including STD code)	<input type="text"/>	Fax No.*	<input type="text"/>
Email Address*	<input type="text"/>		

Financial Details

Employment Status (please tick)	Self-Employed	Employed	Unemployed	Student	Retired	Payment in Advance
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you have indicated unemployed or student proceed to Part E. If you are unable to provide any employment details a guarantor may be required. To avoid delay please arrange for the proposed guarantor to complete an appropriate form.

Is your job likely to change within the next 3 months?* Yes No

If your job is due to change in the next 3 months, please give TLC details of your new position and not your current one as references will need to be obtained from your new employer.

Type of business	<input type="text"/>		
Job Title	<input type="text"/>	Employment Type	<input type="text"/>
Annual Income* (gross)	£ <input type="text"/>	Employment Start Date*	<input type="text"/>
Average annual commission	£ <input type="text"/>	Average annual overtime or bonus	£ <input type="text"/>
Payroll/pension number	<input type="text"/>	Is your employment? Temporary <input type="radio"/> Permanent <input type="radio"/>	
NI number	<input type="text"/>	(please tick) Contract <input type="radio"/>	

Additional Income (if applicable):

If you have any additional income please advise how much per annum* £

Source of additional income

Employer Details

If you are employed, self-employed or retired, give details of either your employer, accountant or pension provider below and authorise them to reply to the enquiries which will be made to verify this information. Please complete **ALL** boxes, including contact details for referee. (Alternatively you may provide proof of pension / self assessment forms with this application).

Employer / Accountant / Pension Provider Name*	<input type="text"/>		
Office / House Name*	<input type="text"/>		
Street Number / Name*	<input type="text"/>		
Town*	<input type="text"/>		
County	<input type="text"/>	Postcode*	<input type="text"/>
Contact Name*	<input type="text"/>	Position	<input type="text"/>
Daytime Telephone* (including STD code. Please note: - We are unable to accept mobile contact numbers for referees)	<input type="text"/>	Extension	<input type="text"/>
Fax Number*	<input type="text"/>		
Email Address* (Please note: - We are unable to accept personal emails for referees.)	<input type="text"/>		

Next of Kin (NOT CO-TENANT) This address will also be used as a forwarding address on the tenancy agreement unless indicated to the contrary and an alternative address is provided to your letting agent.

Name*	<input type="text"/>		
Relationship*	<input type="text"/>		
House Name / Number*	<input type="text"/>		
Street Name*	<input type="text"/>		
Town*	<input type="text"/>		
County*	<input type="text"/>	Postcode*	<input type="text"/>
Daytime Telephone* (including STD code)	<input type="text"/>	<input type="text"/>	
Email Address*	<input type="text"/>		Mobile No.* <input type="text"/>

Part E To be completed by the applicant (* denotes mandatory fields)

Applicant's Declaration

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

The information, which you have given in this Application Form, should be true to the best of your knowledge. We will verify by fair and lawful means, which will involve contacting referees and licensed credit reference agencies. The resulting verified information will be forwarded to the letting agency and / or to the landlord.

Tenant Letting Check will search information held by credit reference agencies and agree that Tenant Letting Check and the credit referencing bureau will keep a record of that search and the results from that search. Tenant Letting Check will disclose details to its carefully selected referencing partners for the purpose of assisting with the referencing (and for those referencing partners to keep a record of the referencing search result). Our present referencing partners are HomeLet, Keysafe and Rentshield Direct Ltd but may include others from time to time. The results of that search may show how you conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from you, me and/or from members of your household and from time to time such information may be used for debt tracing and fraud prevention. The results of any such search or assessment will be passed to your prospective landlord(s) for the purpose of assessing this application.

The law requires that we also verify the identity of all applicants under the Proceeds of Crime Act 2002 and Money Laundering Regulations 2007. Your co-operation and assistance with this is appreciated. We will seek to verify your identity and proof of residency via electronic verification using the CallML online identity check system (part of Call Credit). However, you may still be required to provide proof of photo ID and proof of residency to your letting agency and / or landlord.

The footprint left by carrying out a CallML search is "Prevention of Money Laundering". This will be visible on your credit file along with a footprint of the credit search. These footprints will have no effect on your credit score or credit-worthiness.

You acknowledge that we will use your name, address and contact details for the purposes of notifying your council tax, water and energy suppliers at the property and for the purposes of setting up your accounts with them. We will pass these details to Spark Energy Limited who performs these services on our behalf.

Otherwise all information will be treated as confidential.

You should signify your agreement to the text above by signing and dating the form.

Signature* **Date***

Print Name*

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