

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 Unknown

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 Consent

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

The information you have given in this application form should be true to the best of your knowledge. We will verify this by fair and lawful means, which will involve contacting referees and one or more licensed credit referencing agencies. Tenant Letting Check may pass your application to its carefully selected partners for the purposes of assisting with the referencing and where this is the case, the chosen referencing partner will contact referees and one or more licensed credit referencing agencies. Our present referencing partners are HomeLet, Keysafe and Rentshield Direct, but may include others from time to time.

Tenant Letting Check and/or our partners as described above will search records held by one or more credit referencing agencies and you agree that Tenant Letting Check, our partners and those credit referencing agencies will keep a record of that search and its results. The results of the referencing process may show how you conduct your payments, including rental payments, and this may be disclosed to the letting agency and/or landlord and may affect future applications from you.

The law requires that we verify the identity of all applicants under the Proceeds of Crime Act 2002 and Money Laundering Regulations 2007. We will therefore seek to verify your identity and obtain proof of residency via electronic verification using the CallML online identity check system (provided by TransUnion). 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 may still be required to provide photo ID and proof of residency to your letting agency and/or landlord, or to Tenant Letting Check or one of our partners as described above.

A copy of your application form and the results of any searches or assessment, along with any supporting documentation, may be forwarded to the letting agency and/or to the landlord for the purposes of assessing your application, and for the purposes of debt collection, tracing and fraud prevention.

The law specifies that the parties have 14 days to carry out references and complete the tenancy paperwork, otherwise the holding deposit should be returned. In order to allow your tenancy application to proceed, if necessary, beyond 14 days, you hereby agree to extend this deadline to your proposed move in date.

Your holding deposit will not be refunded to you under the following circumstances:

- (1) You or your joint tenants do not have a legal Right to Rent a property in the UK.
- (2) False or misleading information is provided in your tenancy application (examples of which could be you advising that no CCJs exist and the subsequent credit reference revealing one or more CCJs, or falsifying your salary/income).
- (3) You notify us or the landlord during the extended period that you do not want to proceed with a tenancy agreement for the above property.
- (4) We or the landlord have taken reasonable steps to process the tenancy application but you have caused a delay by failing to take reasonable steps to proceed with the application process and sign a tenancy agreement.

Where the landlord decides not to grant you a tenancy for reasons that are not set out in (1)-(4) above the holding deposit will be returned to you within 7 days of the decision being made.

UTILITIES AND COUNCIL TAX - 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 OVO Energy Limited also trading as SSE 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 ticking this box.

Signature*

Date*

Print Name*

Tenant Letting Check (TLC) 2nd Floor, 63 High Street, Grantham, Lincolnshire NG31 6NN Tel 01476 594296 Fax 01476 563 606 Web Tenant-Letting-Check.com
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