

# TENANCY APPLICATION

# LETREF X

Due to the confidentiality of the information provided, we regret to inform you that no explanation will be given if we are unable to recommend a tenancy. You may however, request the name of the credit agency searched. An administration charge may be payable with the application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

**PLEASE COMPLETE THIS FORM IN FULL IN BLACK INK AND BLOCK CAPITALS**

It is VITAL that all the information is filled in on the form. Missing information will result in this form not being processed.

## Applicants details

Mr/Mrs/Miss/Ms (please circle) Surname  First names

Maiden name  Date of birth  /  /  Marital status

Current address

Postcode  Landline telephone no

Fax  Mobile

Work telephone no:  Home/work email:

### Are you currently:

Property owner  Staying with family or friends  Private tenant  Council tenant  Other

*(provide proof to agent)*

If other, please provide details

Period at this address: Years  Months

## Current landlord/Managing Agent (who you pay your rent to)

Name  Contact  Mr/Mrs/Miss/Ms (please circle)

Address

Postcode  Landline telephone no

Fax  Mobile no

Email

Monthly rental  (between how many?)

## Previous tenancy details

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

Dates From  To

## Previous landlord/Managing Agent or Council if Council tenant

Name  Contact  Mr/Mrs/Miss/Ms (please circle)

Address

Postcode  Landline telephone no

Fax  Email

## Current employment details

Are you: In full time employment  Contracted  Retired  A student

Self employed/Company Director  *(please provide your accountant's details overleaf)*

Employer's name  Contact  Mr/Mrs/Miss/Ms (please circle)

Contact's job title

Address

Postcode  Landline telephone no

Fax  Employer's email

Your position held  Annual salary

Time with employer Years  Months  Length of contract Years  Months

*If less than six months at current employment, please provide details of previous employment on a separate sheet, including contact details.*

**Accountant's details (if self employed or a Company Director)**Name  Contact  Mr/Mrs/Miss/Ms (please circle)Address Postcode  Landline telephone no. Fax Email  Applicant's annual salary **IMPORTANT: If you complete your own self assessment, please supply copies of 6 months personal bank statements or copies of your verified tax returns.****Credit history**Have you ever been issued with a County Court Judgement (CCJ)? Yes  No Are you or any intended occupants aware of any adverse credit history? Yes  No **Character reference (not a relative and different from employer stated overleaf)**Mr/Mrs/Miss/Ms (please circle) Name  Occupation Address Postcode  Landline tel no.  Mobile no. Fax  Email **Next of kin (Emergency use only)**Mr/Mrs/Miss/Ms (please circle) Name Address Postcode  Landline telephone no. Mobile no. **Declaration**

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of LETREF's findings will be forwarded to the appointed Letting Agent and may be accessed again should I apply for a tenancy agreement in the future. I agree that LETREF may search the files of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing. All information will be treated as confidential. We abide by the Data Protection Act 1998.

Applicant's signature  Print name Date  /  / **FOR LETTING AGENT/LANDLORD USE ONLY**Agency no.  Check requested by Telephone no  Fax Email Is this a joint tenancy? Yes  No  Rental period  monthsAddress of property applied for Postcode Description: House  Flat  No. of bedrooms Monthly rental £  Between how many?  Proposed commencement date  /  / **PLEASE GIVE COMPLETED FORM TO YOUR LETTING AGENT****LETTING AGENT TO SCAN OR FAX TO LETREF LTD AFTER THIS PART COMPLETE**email [mail@letref.co.uk](mailto:mail@letref.co.uk) or fax 0871 528 9000 (Calls cost 10p per minute)