



Individual applicant form

Part A should be completed by the Landlord. The other sections should be completed by the tenant/applicant, according to the type of assessment required. Please complete this Application Form in BLACK INK using BLOCK CAPITAL LETTERS. Once fully completed, send with your cheque with the correct payment made payable to 'Reference My Tenant' to Reference-my-tenant, PO Box 10181, Grantham NG31 0GG. One application form should be completed per prospective tenant.

Part A to be completed by the Landlord (All fields are mandatory)

Landlord's name, Landlord's tel number, Landlord's address, Landlord's email address

To assist us to complete the assessment process, there might be a requirement to contact the applicant by telephone. Please tick the box opposite if this is not acceptable.

Landlord to tick the appropriate report type to indicate which parts the tenant must complete: Tenant Comprehensive - sections A B C D E, Tenant Standard - sections A B D E

Property details (of the property you are going to rent)

House number / name, Flat number / name, Street, Town, District, County, Post code, Total rent, Proposed tenancy start date, Period, Is the rental being paid in advance?

Please give details of all adults moving into the property, and their rental share

Table with 5 columns: Tenant, Title, First name, Middle name, Surname, Share of rent

PART B – To be completed by the applicant (* Denotes mandatory fields)

Personal details

Mr/Mrs/Miss/Ms * Other (please specify)

First name * Middle name(s) *

Surname * Maiden name(s) *

Date of birth * Nationality *

Sex / N.I. number *

Marital status *

Daytime tel no * Evening tel no *

Mobile tel no * Email address

Is this your main and principal home? * No Yes

Are you aware of any CCJ/CD/Bankruptcy Orders, current or pending? * No Yes

Do any of the proposed tenants keep pets? * No Yes

Do any of the proposed tenants smoke? * No Yes

How do you propose to pay the rent? * Own means Housing benefit

Name(s) of children or permitted occupiers		Age	Date of birth
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current address (* Denotes mandatory fields)

If you have two current addresses, please complete the 'Previous Address' boxes on the next page, to confirm your second current address as all UK addresses will need to be credit checked.

House number / name *

Flat number / name *

Street *

Town *

District *

County * Post code *

Status * (circle one)

Other (please specify)

Previous address (if you have not lived in your current address for more than 3 years) (* Denotes mandatory)

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"/>	Post code *	<input type="text"/>
Status * (circle one)	<input type="checkbox"/> Owner	<input type="checkbox"/> Rented	<input type="checkbox"/> Living with parents
	<input type="checkbox"/> Council tenant		
Other (please specify)	<input type="text"/>		

PART C – Employment details (to be completed by the applicant if a fully Comprehensive reference is required) (* Denotes mandatory fields)

Employment status * (please tick)

<input type="checkbox"/> Self employed	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Student	<input type="checkbox"/> Retired	<input type="checkbox"/> Payment in advance

Is your job likely to change in the next 2 months? If so, please give details of your new employer and not your current one

Type of business	<input type="text"/>		
Job title*	<input type="text"/>		
Annual income (gross) *	<input type="text"/>	Employment start date *	<input type="text"/>
Average annual overtime or bonus	<input type="text"/>	Average annual commission	<input type="text"/>
Payroll/pension no *	<input type="text"/>	Nature of your employment *	
		Full time	<input type="checkbox"/>
		Temporary	<input type="checkbox"/>
		Contract	<input type="checkbox"/>

Is your employment likely to change in the near future? * YES NO
(if so, please give details of your new employer)

Is your employment of a PAYE or Self Employed nature? PAYE Self Employed

Is your employment subject to a probationary period? YES NO

If so, when does this probationary period end?

Do you have any additional income? If so, how much per annum?

Source of additional income

Employer / Accountant / Pension Provider's details (* Denotes mandatory)

Employer / Accountant Pension provider *	<input type="text"/>		
Office / house name / number *	<input type="text"/>		
Street name *	<input type="text"/>		
Town *	<input type="text"/>		
County *	<input type="text"/>	Post code *	<input type="text"/>
Contact name *	<input type="text"/>		
Contact job title *	<input type="text"/>		
Daytime tel number *	<input type="text"/>		
Mobile number	<input type="text"/>		
Email address *	<input type="text"/>		
Fax number *	<input type="text"/>		

Landlord's details (of where you are currently, or have previously, lived) *This information can be found on your tenancy agreement, usually on page 1* (* Denotes mandatory fields)

Landlord's name *	<input type="text"/>		
House number / name *	<input type="text"/>	Street name *	<input type="text"/>
Town *	<input type="text"/>		
County *	<input type="text"/>	Post code *	<input type="text"/>
Daytime tel number *	<input type="text"/>	Mobile number	<input type="text"/>
Email address *	<input type="text"/>	Fax number *	<input type="text"/>

Do you rent through a managing agent? If so, give details below:

Agent's name *	<input type="text"/>		
Office / house name / number *	<input type="text"/>		
Street name *	<input type="text"/>		
Town *	<input type="text"/>		
County *	<input type="text"/>	Post code *	<input type="text"/>
Contact name *	<input type="text"/>		
Daytime tel number *	<input type="text"/>	Mobile number	<input type="text"/>
Email address *	<input type="text"/>	Fax number *	<input type="text"/>

PART D – Bank / Building Society details (* Denotes mandatory fields)

Name of bank *	<input type="text"/>				
Address *	<input type="text"/>				
Account holder*	<input type="text"/>				
How long with bank?	<input type="text"/>				
Account number (last four digits only please) *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sort code * <input type="text"/>
Do you have a cheque guarantee card?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Next of Kin (not co-tenant)

This information is vitally important as we may need to contact this person in an emergency. Can you please confirm a suitable next of kin, who is not a fellow tenant. Please be aware that providing this data is not a mandatory requirement.

Name	<input type="text"/>		
house number / name	<input type="text"/>	Street name	<input type="text"/>
Town	<input type="text"/>		
County	<input type="text"/>	Post code	<input type="text"/>
Relationship	<input type="text"/>		
Daytime tel number	<input type="text"/>	Mobile number	<input type="text"/>
Email address	<input type="text"/>		

Any supporting notes/comments to assist with your application?

Confidentiality Note

Once fully complete, please transfer to www.reference-my-tenant.com. The information contained within this application is being transmitted to and is intended only for RMT. 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.

PART E – Consent (For RMT to process your application, boxes 1-4 below must be ticked and your application signed and dated).

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future. I also confirm that I have gained consent from my referees and my next of kin contact(s) to add their details to my application in relation to this rental let.

I consent to Reference-my-tenant.com searching information held by a credit reference agency and agree that Reference-my-tenant.com can submit my application on my behalf, via their online portal. I also consent to Reference-my-tenant.com completing any mandatory fields within this form that I may have omitted. I further consent to the credit referencing agency keeping a record of the search and the results of the search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

I understand that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998 and that all data collection and processing will comply with the EU's General Data Protection Regulations (GDPR). That you may record sensitive data as defined in above Acts and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Please sign and date below, to complete the consent process

Name

Signature

Date