

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	Share of Rent
Tenant 1	<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"/>
Tenant 3	<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"/>
Tenant 5	<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"/>

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"/>					

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

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 will be forwarded to the letting agency and / or to the landlord.

I consent to Tenant Letting Check searching 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. I consent to Tenant Letting Check disclosing 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 Letrisks but may include others from time to time. 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.

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.

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.

Home Telecom is the preferred supplier of the telephone line and broadband to the property and they will be contacting you directly to ascertain your requirements. If you do not want to be contacted by Home Telecom please call the sales team on **01403 216131** and quote your email address and / or mobile number.

Otherwise all information will be treated as confidential.

You should signify your consent to the text above by ticking the box next to it.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 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 the form.

Signature* **Date***

Print Name*

Tenant Letting Check (TLC) 2nd Floor, 63 High Street, Grantham, Lincolnshire NG31 6NN Tel 0870 034 8586 Fax 01476 563 606 Web Tenant-Letting-Check.com
TLC trading name of Sequence (UK) Limited. Registered in England, number 4268443. Registered office Cumbria House 16 – 20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN.

