

# Full Reference Application Form



Please return this form to Wards Surveyors. Asterisks (\*) indicate a field is mandatory.

### Agency Details

|  |                                   |
|--|-----------------------------------|
| Letting Agent Name *                         | Letting Agent ID *                |
| <input type="text" value="Wards Surveyors"/> | <input type="text" value="9194"/> |

### Property Details

|                                |                         |                       |
|--------------------------------|-------------------------|-----------------------|
| Total Monthly Rent *           |                         |                       |
| <input type="text" value="£"/> |                         |                       |
| Abode *                        | Building/House Number * | Building/House Name * |
| <input type="text"/>           | <input type="text"/>    | <input type="text"/>  |
| Address Line 1 *               |                         |                       |
| <input type="text"/>           |                         |                       |
| Address Line 2 *               |                         |                       |
| <input type="text"/>           |                         |                       |
| Town *                         | County *                | Postcode *            |
| <input type="text"/>           | <input type="text"/>    | <input type="text"/>  |

### Tenancy Details

|                                      |                              |                                |
|--------------------------------------|------------------------------|--------------------------------|
| Start Date of Tenancy (dd/mm/yyyy) * | Length of Tenancy (months) * | Share of Rent *                |
| <input type="text"/>                 | <input type="text"/>         | <input type="text" value="£"/> |

### Applicant's Contact Details

|                              |   |                      |                      |
|------------------------------|---|----------------------|----------------------|
| Title (e.g. Mr, Mrs, etc.) * | First Name *  | Middle Name *        | Last Name *          |
| <input type="text"/>         | <input type="text"/>  | <input type="text"/> | <input type="text"/> |
| Date of Birth (dd/mm/yyyy) * | Telephone Number *  | Mobile Number *      |                      |
| <input type="text"/>         | <input type="text"/>  | <input type="text"/> |                      |
| Email Address *              | Previous Full Name (if your name has changed in the last 6 years) |                      |                      |
| <input type="text"/>         | <input type="text"/>  |                      |                      |

## Applicant's Details

Marital Status \* Do you smoke? \* Do you have pets? \* Any recent arrears or adverse credit? \*

If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.

What is your expected residency status?

Family

Single

Couple

Sharer

## Applicant's Current Address Details

Abode \*

Building/House Number \*

Building/House Name \*

Address Line 1 \*

Address Line 2 \*

Town \*

County \*

Postcode \*

Move In Date (Estimate) \*

What is your current residency position? If 'Tenant', please complete the section titled 'Landlord / Agency Details' below.

Tenant

Owner

Live with Parents

Family / Friends

Staff Accommodation

## Applicant's Previous Address Details (if available)

If you have occupied any previous addresses other than your current address in the last 10 years, please enter the most recent one below. Please provide any further addresses, going back up to 6 years, on the Additional Information page.

Abode \*

Building/House Number \*

Building/House Name \*

Address Line 1 \*

Address Line 2 \*

Town \*

County \*

Postcode \*

Move In Date (Estimate) \*

Move Out Date (Estimate) \*

## Landlord / Agency Details For Your Current Address

Please note that we cannot accept landlord references from relatives or friends. All contact details must be your landlord or letting agents' business, not personal, details.

Name of Landlord / Letting Agent \*

This is a Letting Agency

This is a Private Landlord

Title (e.g. Mr, Mrs, etc.)

Contact First Name \*

Contact Last Name \*

Contact Telephone Number \*

Contact Email Address \*

## Source of Income

Please note that we cannot accept references from relatives or friends. All contact details for income referees must use their business, not personal, details.

Employed (PAYE)

Self-Employed (Self-Assessment)

Self-Employed (Accountant)

Investments / Savings

Benefits (please state which type)

Employer / Accountant Name \*

Annual Income Amount \*

Employment Start Date \*

Employment End Date

Employment Term \*

Permanent

Fixed-Term Contract

Casual

Temporary

Full / Part Time \*

Position / Role \*

Title (e.g. Mr, Mrs, etc.)

Contact First Name \*

Contact Last Name \*

Primary Contact Number \*

Secondary Contact Number

Contact Email \*

Contact Position Within the Company \*

Comments / Further Information (if you have further income sources, please specify these on the next sheet)

## Identification

National Insurance Number \*

Identification Type (e.g. passport, driving licence, etc)

Identification Number \*

Bank Account Number \*

Bank Account Sort Code \*

## Authorisation

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, or to verify my identity to prevent and detect crime and money laundering, and acknowledge that the information that I have provided will be shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I understand that Rent4sure Ltd is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Ltd. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that I shall not seek to hold Rent4sure Ltd liable for such refusal nor shall I seek to bring any claim against Rent4sure Ltd for any loss or damage suffered by me as a result of such refusal.

By ticking this box I agree to Rent4sure Ltd contacting me by e-mail and/or telephone regarding other goods and services that may be of interest to me, such as broadband, utilities, telecommunications and insurance products. Rent4sure Ltd may also on occasion share your personal data with third parties, such as the providers of these products, if you tick the box. If you change your mind in the future you can withdraw your consent at any time by contacting us (using the details in our Privacy Policy) or by using the unsubscribe option in e-mails. For more details on how we use your personal information, including details about the third parties with whom we may share your personal data, please see our Privacy Policy here: [www.rent4sure.co.uk/privacy-policy](http://www.rent4sure.co.uk/privacy-policy).

Rent4sure Ltd is a controller under data protection law. For further details about how we collect and process your personal data, together with information about your privacy rights, please see our Privacy Policy here: [www.rent4sure.co.uk/privacy-policy](http://www.rent4sure.co.uk/privacy-policy).

Applicant's Name \*

Applicant's Signature \*

Date (dd/mm/yyyy) \*

## Home Setup

When you move house, we know it can be a challenge to get all your existing services set up. That's why we've partnered up with several different utility companies, so you're all set for the day you move in. Check out our partner's services below, and if any of them look useful, tick the "Opt-In" checkbox. If your application is successful, we'll contact you with further information about each service you've expressed an interest in.

Broadband and Media Packages  
Virgin Media/Home Telecom

## Additional Information (Optional)

If you need to provide any previous addresses, names, credit history or other sources of income please describe them below.

## Supplementary Orders (for use by Wards Surveyors only)

### Rent Protection

RP 6 Months  
1 Month Excess

RP 6 Months  
Nil Excess

RP 12 Months  
1 Month Excess

RP 12 Months  
Nil Excess

### Legal Expenses Insurance

LEI 6 Months

LEI 12 Months

### Know Your Customer

Know Your Customer Checks find proofs of identity, proofs of residency, and identify potential alerts for your applicants in line with your Anti-Money Laundering regulations.

Add Know Your Customer

### Right to Rent Check

Right To Rent Checks help ensure you are verifying your tenant's right to reside in the UK, in line with your obligations under the Immigration Act 2014.

Add Right to Rent Check