



TAKING THE RISK OUT OF PROPERTY RENTAL

REFERENCING SERVICE

UNEMPLOYED / HOUSING BENEFIT & GUARANTOR APPLICATION

Eafield & Maple
24 Blackburn Road Accrington Lancashire
BB5 1HD

1501264

1. SERVICE, PROPERTY AND LANDLORD DETAILS

This section should be completed by the **LETTING AGENT**

Please select the type of reference required. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT DO THIS.

Credit Check <input type="checkbox"/>	Financial Profile <input type="checkbox"/>	Standard <input type="checkbox"/>
Xpress (6 months) <input type="checkbox"/>	Extra (6 months) <input type="checkbox"/>	Advantage (6 months) <input type="checkbox"/>
Xpress (12 months) <input type="checkbox"/>	Extra (12 months) <input type="checkbox"/>	Advantage (12 months) <input type="checkbox"/>

Address of property to be let / room / flat no.

Post code

Is this address: Private residence Hotel/hostel Room only

Total rent for this property: £ per month Total rent for this applicant: £ per month

Is the property shared? Yes No If yes, number of sharers in the property:

Is this a student property? Yes No If yes, use the Student Guarantee Application.

Tenancy term: years months Tenancy start date:

Has the applicant completed all necessary benefit application forms? Yes No

Have you or the applicant obtained a tenancy pre-determination? Yes No

Does this tenancy pre-determination equate to at least 85% of the rent for this property? Yes No

Prospective landlord's name

Prospective landlord's address

Post code

2. TENANT DETAILS

This section should be completed by the **TENANT**

Title: First name: Initials: Surname:

Other name(s): Date of birth:

Current address

Post code

Period at address: years months Email:

Telephone: Mobile:

Property owner Council tenant Private tenant Living with parents/relatives

Have you any County Court Judgments, court decrees, bankruptcy or administration orders? Yes No

If yes, please detail on a separate sheet.

Name of current letting agent/landlord Private landlord Letting agent

Address

Post code

Tel (day): Tel (evening):

Fax: Email:

3. PREVIOUS ADDRESSES OF THE PROSPECTIVE TENANT

This section should be completed by the **TENANT**

Where have you been living during the last 3 years?

Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary.

Address 2

Post code

Period at address: years months

Address 3

Post code

Period at address: years months

4. GUARANTOR DETAILS

This section should be completed by the **GUARANTOR**

Title: First name: Initials: Surname:

Other name(s): Date of birth:

Current address

Post code

Period at address: years months Email:

Telephone: Mobile:

Property owner Council tenant Private tenant Living with parents/relatives

Have you any County Court Judgments, court decrees, bankruptcy or administration orders? Yes No
If yes, please detail on a separate sheet.

Where have you been living during the last 3 years?
Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary.

Address 2

Post code

Period at address: years months

5. GUARANTOR'S CURRENT EMPLOYMENT STATUS

This section should be completed by the **GUARANTOR**

Employed Self employed On contract Retired

Unemployed Student Independent means Proof is required if you tick this box.

Details of current employer/pension administrator/accountant/auditor/solicitor (delete as appropriate)

Company name Contact name/position

Address

Post code

Tel: Fax:

Email:

Gross salary/pension/drawings (delete as appropriate): £ per annum

Payroll/service/pension number

Position held: Starting date in this position:

Is this position permanent? Yes No

Will your employment change before the proposed tenancy starts? Yes No If yes, please detail on a separate sheet.

6. GUARANTOR'S PREVIOUS EMPLOYMENT / OCCUPATION

This section should be completed by the **GUARANTOR**

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if necessary).

Company name

Address

Post code

Tel: Fax:

Starting date in this position: Finishing date in this position:

7. ADDITIONAL INFORMATION

This section should be completed by the **TENANT & GUARANTOR**

Use this space to provide any additional information we may have requested. If you run out of space, please use a separate sheet.

8. DECLARATION

This section should be completed by the **TENANT & GUARANTOR**

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

We hereby confirm that the information provided by us is to the best of our knowledge true. We consent to this information being verified by contacting the third parties detailed in this form. We understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should there be any default in respect of the tenancy or Guarantor covenants. We further understand that this application and the result of the findings may be disclosed to an Insurer and/or their agents in connection with the provision of insurance related to the tenancy. We agree that HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. We understand that we may request the name and address of the Credit Reference Agency used, to whom we may then individually apply for a copy of the information provided. We understand that the information provided by us may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet will remain the Data Controller for the purposes of this application.

We also understand that in the event of our defaulting in respect of the covenants as tenant or Guarantor, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

We understand that in the event of our defaulting in respect of the covenants as tenant or Guarantor, the information contained herein may be disclosed to one or more Insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace our whereabouts. We also understand that the assessment of this application presumes that at some time during the tenancy agreement, we may be granted or allowed some form of deferred payment.

Tenant's signature:

Guarantor's signature:

Date:

Date:

The details you provide, including your email address, will be held by HomeLet and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services plc and other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box: (guarantor) and this box: (tenant)