

APPLICATION FORM: GUIDANCE & INFORMATION

IMPORTANT - Please ensure all of the below is on the application form before submitting.

<input checked="" type="checkbox"/>	General
<input type="checkbox"/>	• Form must be legible and clear and completed in blue or black ink
<input type="checkbox"/>	• Letting Agent details completed and Warranty selected
<input type="checkbox"/>	• Sign declaration and date
<input type="checkbox"/>	• If a Smart Deposit Solution is required, please ensure you complete a Smart Deposit Solution application form
<input type="checkbox"/>	• Please supply fax numbers and email addresses for referees where possible as these drastically speed up the referencing process
<input type="checkbox"/>	• Please ensure you have provided and checked all postcodes before submitting as this will also speed up the processing time
<input checked="" type="checkbox"/>	Section 1 - Details for Proposed Property
<input type="checkbox"/>	• Property address and postcode
<input type="checkbox"/>	• Rent per month
<input type="checkbox"/>	• Tenancy start date
<input type="checkbox"/>	• Rental period (in months)
<input checked="" type="checkbox"/>	Section 2 - Applicant Details
<input type="checkbox"/>	• Title, full name and aliases
<input type="checkbox"/>	• National Insurance Number and Nationality
<input type="checkbox"/>	• Marital status
<input type="checkbox"/>	• Date of birth
<input type="checkbox"/>	• Contact telephone numbers and Email address
<input type="checkbox"/>	• Credit history
<input type="checkbox"/>	• Email address
<input checked="" type="checkbox"/>	Section 3 - Address and Tenancy Details
<input type="checkbox"/>	• 12 months worth of addresses including if relevant: <ul style="list-style-type: none"> ▪ Current Address details inc postcode ▪ Current Landlord/Managing Agent details inc address, Referee contact details and landline number ▪ Previous Address details inc postcode ▪ Previous Landlord/Managing Agent details inc address, Referee contact details and landline number
<input checked="" type="checkbox"/>	Section 4 - Employment Details
<input type="checkbox"/>	• 6 months employment history including if relevant: <ul style="list-style-type: none"> ▪ Future Employment details inc address, Referee contact details and landline number ▪ Current Employment details inc address, Referee contact details and landline number ▪ Previous Employment details inc address, Referee contact details and landline number ▪ Self-Employed details inc company details and date self-employed from and to ▪ Accountant details inc contact name and details and landline number
<input checked="" type="checkbox"/>	Section 5 - Personal References
<input type="checkbox"/>	• Next of Kin Referee contact details (cannot be a joint tenant or referee already supplied on the form)
<input checked="" type="checkbox"/>	Section 6 - General Questions
<input type="checkbox"/>	• Past rental history
<input type="checkbox"/>	Section 7 - Additional Details
<input checked="" type="checkbox"/>	• Other names or aliases and details (if relevant)
<input type="checkbox"/>	• Continuation of address details (if necessary)
<input type="checkbox"/>	• Continuation of employment history (if necessary)
<input type="checkbox"/>	• Any second income details (if relevant)
<input type="checkbox"/>	• Dependants date of births (if relevant)
<input checked="" type="checkbox"/>	Proof of Residency
<input type="checkbox"/>	• Your agent will require two copies of an original, dated utility bill, bank statement or any other dated official document that has been sent to your address within the dates given below <ul style="list-style-type: none"> ▪ One dated within the last four weeks ▪ One dated between the last three to six months
<input checked="" type="checkbox"/>	Alternative documentation
<input type="checkbox"/>	• In the event that we are unable to obtain an employment reference we may request alternative documentation to assess income