

| | | | | | |
|-----------------------------------|--------------------------------|---------------------------------|-----------------------------------|------------------------------------|-----------------------------------|
| Agents Name: | <input type="text"/> | Proposed move date: | <input type="text" value="dd"/> | <input type="text" value="mm"/> | <input type="text" value="yyyy"/> |
| Postcode: | <input type="text"/> | Tenancy Period: | 6 Months <input type="checkbox"/> | 12 Months <input type="checkbox"/> | |
| Rental Address: (Applying for) | <input type="text"/> | Share of the Rent: | <input type="text"/> | % | |
| Postcode: | <input type="text"/> | Full Tenant Profile: | <input type="checkbox"/> | OR Credit Search Only | <input type="checkbox"/> |
| Total Monthly Rent: | <input type="text" value="£"/> | Applicant or Guarantor (A or G) | <input type="text"/> | | |

Please complete this application in **BLOCK CAPITALS** and ensure all information and contact details are correct. You must complete all required fields including email, fax & contact numbers

Ensure you ask all your referees to check their emails and spam, follow the link, and confirm the information you have provided.

All details, including the email address.

Any incorrect, unclear or missing information, will result in delays and possible rejection.

Step 1

Personal Details

| | | | | | |
|----------------------------|----------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------------------|
| Title Mr/Mrs/Etc: | <input type="text"/> | Maiden Name: (If applicable) | <input type="text"/> | | |
| First Name: | <input type="text"/> | Gender: | Male <input type="checkbox"/> | Female <input type="checkbox"/> | |
| Middle Name(s): In FULL | <input type="text"/> | Date of Birth: | <input type="text" value="dd"/> | <input type="text" value="mm"/> | <input type="text" value="yyyy"/> |
| Surname: | <input type="text"/> | Marital Status: | <input type="text"/> | | |

Contact Details

| | | | |
|-------------|----------------------|---------|----------------------|
| Home Phone: | <input type="text"/> | Mobile: | <input type="text"/> |
| Work Phone: | <input type="text"/> | | |
| Email: | <input type="text"/> | | |

ID Verification Detail

Photo ID Provided to Letting Agent:

Do you have any adverse credit history ie CCJ's/Bankruptcies Yes No
If yes Please explain

Other Information (not applicable to guarantors)

| | | | | |
|--------------------------------|----------------------|-------------------|------------------------------|-----------------------------|
| How many children do you have? | <input type="text"/> | Are you a smoker? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| How many over the age of 18? | <input type="text"/> | Do you have pets? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Step 2

Current Accomodation (where you live now)

Address: County:
 Town or City: Postcode:
 Moved in Date:

Current Accomodation Status - (Of where you live now)

Currently Renting: (Fill in **Section A**)
 Currently Living with friends & family: (Fill in **Section B**)
 Currently a Homeowner: (Fill in **Section C**)

Section A

Currently Renting / Rented in the last 6 months

Landlord: or Agent: Letting Agent Name:
 Agent/Landlord Address: Fax:
 Postcode:

Agent / Landlord Contact Details:

Title-Mr/Mrs/Etc: Phone:
 Forname: Mobile:
 Surname:
 Email:

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

Total Monthly Rent: £ Please name other tenant(s):
 Joint Tenancy?: Yes No

Section B

Currently Living with Family or Friends

Title: Phone:

Forname: Mobile:

Surname:

Email:

Relationship to you ie Mother:

Section C

Currently a Homeowner

Please provide proof of your home ownership.

mortgage statement: Land registry title extract:

Solicitors completion certificate Already provided to Letting Agent:

Either- email to enquire@uktenantdata.com or fax to 0845 1800 873 or call into your agent and ask them to take a copy and send the document to UKtenantdata on your behalf.

Section D

Previous Address if less than 3 years

Address: Postcode:

Moved in Date:

NOW GO DIRECTLY TO STEP 3

Next of Kin Information

Step 3

Note to Applicant: This must be a person you will not be living with at the address applied for.

Title: Phone:

Forname: Mobile:

Surname: Relationship:

Address: (eg friend)

Years known:

Postcode:

Email:

I consent to the agent contacting my next of kin in the event of an emergency or in the event that a situation requires immediate attention.

Income Status Information

Step 4

- Employed: (Fill in **Section Aa**)
- Self Employed/ Director of own company: (Fill in **Section Bb**)
- Unemployed & Other Means of Income: (Fill in **Section Cc**)

National Insurance Number:

Section Aa

Employed

Your Employer/Accountant may need your signed authority to release your employment information. If this is the case please call UKtenantdata on 0845 180 0872)

| | | | |
|-----------------------------------|----------------------|--------------------------------|----------------------|
| Employed by: (ie Company Name) | <input type="text"/> | Department: (If applicable) | <input type="text"/> |
| Address: | <input type="text"/> | Phone: | <input type="text"/> |
| | | Fax: | <input type="text"/> |
| Postcode: | <input type="text"/> | | |

Employer Contact Details: (the person who can officially confirm your employment and salary)

| | | | |
|-------------------|----------------------|---------|----------------------|
| Title-Mr/Mrs/Etc: | <input type="text"/> | Phone: | <input type="text"/> |
| Forename: | <input type="text"/> | Mobile: | <input type="text"/> |
| Surname: | <input type="text"/> | Fax: | <input type="text"/> |
| Email: | <input type="text"/> | | |

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

Job Details:

| | | | |
|-------------------------------------|---|---|--|
| Job Title: | <input type="text"/> | Annual Salary: (your pay per year before tax & NI is deducted) | £ <input type="text"/> |
| Start Date: | <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/> | Annual Bonus: | £ <input type="text"/> |
| Full Time: <input type="checkbox"/> | Part Time: <input type="checkbox"/> | Permanent: <input type="checkbox"/> | Temporary: <input type="checkbox"/> |
| | | | Length of contract (in Months) <input type="text"/> |

Section Bb

Self Employed / Director of own company Your Business Details:

| | | | |
|---|------------------------|----------------------------------|---|
| Business Name: | <input type="text"/> | Annual Bonus | £ <input type="text"/> |
| Years Trading: | <input type="text"/> | Business Type: (e.g. builder) | <input type="text"/> |
| Annual Income: (Salary/Drawings/Dividends) | £ <input type="text"/> | Start Date: | <input type="text" value="dd"/> <input type="text" value="mm"/> <input type="text" value="yyyy"/> |
| Accountants Name: | <input type="text"/> | Job Title: | <input type="text"/> |
| Phone: | <input type="text"/> | Accountants Address: | <input type="text"/> |
| Fax: | <input type="text"/> | Postcode: | <input type="text"/> |
| Email: | <input type="text"/> | | |

If you have additional means of income other than above, fill in Section Cc also.

Section Cc

Other Means of income

| | | | |
|--------------------------|---|------------------------------|---|
| State Pension MONTHLY: | £ | Investment Income MONTHLY: | £ |
| Private Pension MONTHLY: | £ | Interest on Savings MONTHLY: | £ |

Unemployed & Additional Means of Income

| | | | |
|----------------------------|---|--------------------------------------|---|
| Family Tax Credit MONTHLY: | £ | Income Support MONTHLY: | £ |
| Housing Benefit MONTHLY: | £ | Disability Living Allowance MONTHLY: | £ |
| Other Income MONTHLY: | £ | | |
| Other Income Description: | | | |

The Agent of Landlord will take copies of the relevant documents they need for their files to verify the income and additional income specified in this section.

Terms and Conditions

This information is provided to us for the purpose of tenant profiling and selection, this information will be used to establish your performance as a prospective tenant or as guarantor of a prospective tenant. These enquiries will include carrying out a credit report to confirm any identifiable adverse data, ID verification, confirmation of registration on the Electoral Roll Register, undeclared addresses and previous aliases. Any findings will be shared with third party credit reference agencies. We will contact current / previous landlords and managing agents to verify and process information to establish future performance. We will make contact with your employer or accountant for the purpose of verifying your financial integrity and to confirm the information supplied by you is factual and correct. These enquiries will be made by fax, email, letter, telephone, SMS or in person. All information supplied to UKtenant Data (Ifaqs Ltd) will be processed and stored on a secure server, and used for the purpose and ease of future use of the site. The information can be updated by UKtenant data, the managing agent, private landlord, user, account holder or applicant. The updating of the tenant / guarantor file will be for the purpose of scoring or registering tenancy performance, including delinquency, (Arrears/Property Dilapidation) and for the purpose of applying "Notices of Correction" (NOC) to a tenant file. The NOC's are only applied on the supply of credible evidence supporting an application for an NOC. (Notice of Correction) All storage, use and transmission of personal information relating to an individual or a company are subject to the Data Protection Act. You can obtain a copy of all the details held by applying with the £10.00 fee to the data controller, at UKtenant Data (Ifaqs Ltd) South Preston Business Village, Building 15, Cuerden Way, Bamber Bridge, Preston PR5 6BL.

As part of our service we or our third party partners may from time to time contact you with updates and product information relevant to you, if you do not wish to be contacted please tick.

I understand that should I, or the tenant(s) I am guarantoring be served with a Section 8 or Section 21 Notice during the tenancy period, the information will be recorded and stored within UKtenantdata's database for a period of 6 years.

By signing this application, I agree to all the terms and conditions, I consent to UKtenantdata making enquiries to verify my information and give my consent for my employer/accountant/ current/previous letting agent/landlord/each referee I have provided, to release information requested by UKtenantdata in order for them to assess my suitability as a tenant/guarantor. This information can be viewed by registered users of UKtenantdatas service to establish my future performance as a prospective tenant/guarantor.

Next of Kin

If a situation arises whereby the letting agent cannot make contact with me, I consent to the letting agent making contact with my next of kin, the details of which I have supplied within this application. In the absence of direct communication with me, I authorise the letting agent to serve any notices or legal papers at the address of my next of kin. I have made my next of kin aware of this arrangement and can confirm I have their full authority.

By confirming your agreement to proceed you understand if any information you give is incorrect or misleading, any monies paid to the agent is non refundable. In case of cancellation by you the tenant once references have been taken, the reference fee & a £200 holding deposit is non refundable. As part of our terms and conditions of using Hannon Holmes as an agent, we require tenants to take out an adequate contents insurance policy upon the property, covering their own property & that of the landlords. Proof of this policy will be requested upon signing the tenancy agreement.

NAME IN BLOCK CAPITALS:

Applicant Signature:

Today's Date: