

5B.

When completing the reference application form, you will need to have the following information / supporting documents with you:

- The full address of your current property, including the post code.
- Your chequebook and bank details including account no. and sort code.
- If you have lived less than three years at your current address, a list of all addresses for the last three years with post codes and dates of occupation.
- The full company name and address and post code of your employer (if applicable).
- A contact name and telephone no. of your employer.
- A contact name / company name, address, telephone no. and fax number of current letting agent or landlord (if applicable).
- Proof of identity and proof of residency covering the last three years by producing at least one of the following:
A diving licence with your current address **or** a recent utility company bill no more than 3 months old **or** a recent mobile telephone bill **or** a recent council tax bill in your name at your current address **or** a signed and dated letter from your employer's human resources department or finance director showing the name of the individual and position within the company **or** a copy of your current tenancy agreement.

6.

For office use only

Let Only: <input type="checkbox"/>	Let and Manage: <input type="checkbox"/>
Application form completed <input type="checkbox"/>	Admin fee rec'd <input type="checkbox"/>
Credit Check <input type="checkbox"/>	HomeLet Guarantee.....
Pre-Tenancy Determination.....	
Fast-track appointment.....	
Bond Received <input type="checkbox"/>	Rent Paid <input type="checkbox"/>
Repairs etc.....	
Proof of ID <input type="checkbox"/>	
Tenancy Agreement <input type="checkbox"/>	
Keys booked out <input type="checkbox"/>	Meter readings: Gas..... Electric.....
Fax to MPAS <input type="checkbox"/>	Fax to suppliers <input type="checkbox"/>
Invoices done <input type="checkbox"/>	Ledgers updated <input type="checkbox"/>
Computer updated <input type="checkbox"/>	Address card <input type="checkbox"/>
Comments.....	

Malcolm Gold

Property Sales & Lettings



Individual Application • Residential Tenancy

1. SERVICE & PROPERTY DETAILS

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

Address of property to be let:

Postcode:

Total rent for this Property: £ per month

Total Bond for this applicant: £

Is this 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:

2. TENANT DETAILS

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

Title: First Name: Surname:

Other Name(s): Date of Birth

Telephone: Mobile:

Email:

Residential Status: Property Owner Council Tenant Private Tenant Living with Friends/Relatives

National Insurance Number:

Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders? Yes No

If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.

Marital Status: Single Married Divorced / Seperated Other

Are you a smoker? Yes No

Do you have any pets? Please Detail:

Names and ages of any children who will be occupying the property:

CURRENT ADDRESS

Postcode:

Period at address: Years Months

3.

Reason for moving from current address:

Name of current landlord / agent:

Address and telephone number: