

Full Reference Application Form



Please return this form to Total Letting Agents Ltd. Asterisks (*) indicate a field is mandatory.

Agency Details

Letting Agent Name *

Letting Agent ID *

Property Details

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Total Monthly Rent *

Tenancy Details

Start Date of Tenancy (dd/mm/yyyy) *

Length of Tenancy (months) *

Share of Rent *

Applicant's Contact Details

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

First Name *

Middle Name *

Last Name *

Previous Full Name (if your name has changed in the last 12 months)

Date of Birth (dd/mm/yyyy) *

Telephone Number *

Mobile Number *

Email Address *

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.

Applicant's Current Address Details

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

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

Tenant

Owner

Live with Parents

Family / Friends

Landlord / Agency Details of your Current Address

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Name of Landlord / Letting Agent *

Contact Email Address *

Contact Telephone Number *

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

Contact First Name *

Contact Last Name *

Source of Income

Employed (PAYE)	Self-Employed	Investments / Savings	Benefits	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Employer / Accountant Name *		Annual Income Amount *		
<input type="text"/>		<input type="text"/>		
Position / Role		Time With Employer		
<input type="text"/>		<input type="text"/>		
Title (e.g. Mr, Mrs, etc.)	Contact First Name *	Contact Last Name *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Primary Contact Number *	Secondary Contact Number	Contact Email *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Comments / Further Information (if you have further income sources, please specify these on the next sheet)				
<input type="text"/>				

Identification

National Insurance Number *	Identification Type (e.g. passport, driving license, etc)	Identification Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Account Number *	Bank Account Sort Code *	
<input type="text"/>	<input type="text"/>	

The following questions are asked by your letting agent, Total Letting Agents Ltd. Your agent has chosen to ask these questions beyond what we require as standard. Rent4sure Ltd cannot be held responsible for the contents or nature of these further questions.

Next Of Kin

Must not be a Partner or Spouse

Full name *	Relationship to applicant *
<input type="text"/>	<input type="text"/>
Full postal address including postcode *	
<input type="text"/>	
Telephone number & email address *	
<input type="text"/>	

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, and I give my consent to the information that I have provided being 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 agree that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I expressly acknowledge that Rent4sure Limited 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 Limited and I agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998. I do / do not want Rent4sure Limited passing my contact details to third parties including Intasure Limited, RGA Underwriting Limited, Arc Legal Assistance Limited and Global 4 Communications in order that Rent4sure Limited, or a third party, may contact me by e-mail or telephone about products and services which may be of interest to me, such as Tenants Liability Insurance or broadband/media services.

Rent4sure Limited is a data controller under the Data Protection Act 1998. Rent4sure Limited's full privacy policy and a data protection fact sheet are available at www.rent4sure.co.uk.

Applicant's Name *

Applicant's Signature *

Date (dd/mm/yyyy) *

Optional Page

You only need to send this extra page in if you choose to provide any further information..

Additional Information

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

Supplementary Orders (For use by Total Letting Agents Ltd only)

Rent Protection

6 Months
1 Month Excess

6 Months
Nil Excess

12 Months
1 Month Excess

12 Months
Nil Excess

Legal Expenses Insurance

6 Months

12 Months

Know Your Customer

A Know Your Customer Report that verifies the identity and background about an applicant

Add Know Your
Customer