



Residential Lettings Department

8 Glanvilles Mill  
Ivybridge  
Devon  
PL21 9PS

Tel 01752 897432

**MISSING INFORMATION WILL RESULT IN DELAYS!**

**FULL CREDIT REFERENCE – TENANCY APPLICATION**

**1. SERVICE REQUIRED**

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

<b>CREDIT SEARCH</b> <input type="checkbox"/>		<b>FULL REFERENCE</b> <input type="checkbox"/>	
<b>EXECUTIVE 6 (6 mths)</b> <input type="checkbox"/>		<b>EXECUTIVE 6+ (6 mths)</b> <input type="checkbox"/>	
<b>EXECUTIVE 12 (12 mths)</b> <input type="checkbox"/>		<b>EXECUTIVE 12+ (12 mths)</b> <input type="checkbox"/>	

**2. LANDLORD AND PROPERTY DETAILS**

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

Address of property to be let: <input style="width: 560px; height: 25px;" type="text"/>			
Postcode: <input style="width: 560px; height: 25px;" type="text"/>			
Rent per month: <input style="width: 60px; height: 20px;" type="text"/>	Rental period: <input style="width: 100px; height: 20px;" type="text"/>	Tenancy start date: <input style="width: 180px; height: 20px;" type="text"/>	
Prospective Landlord's name: <input style="width: 550px; height: 25px;" type="text"/>			
Prospective Landlord's address: <input style="width: 540px; height: 25px;" type="text"/>			
Postcode: <input style="width: 560px; height: 25px;" type="text"/>			

Landlord's phone & mobile numbers	
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**3. TENANT DETAILS**

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

Title:	<input type="text"/>	First name(s):	<input type="text"/>	Surname:	<input type="text"/>
Current Address:	<input type="text"/>				
Postcode:					
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Period at address:	<input type="text"/> Years	<input type="text"/> Months	
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>	Email:	<input type="text"/>
Residential Status:	Property Owner <input type="checkbox"/>	Council Tenant <input type="checkbox"/>	Private Tenant <input type="checkbox"/>	Family or Friends <input type="checkbox"/>	
<b>Have you ever been issued with a county court judgement:</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>			
<b>Are you aware of any adverse credit history:</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>			
If YES please give details in Additional Information box 8					

**4. PREVIOUS ADDRESS HISTORY (LAST 3 YEARS)**

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

Please provide previous address(es) and dates attaching a separate sheet if necessary					
Address 2:	<input type="text"/>				
					Postcode:
Period at Address:	<input type="text"/> Years	<input type="text"/> Months			
Address 3:	<input type="text"/>				
					Postcode:
Period at Address:	<input type="text"/> Years	<input type="text"/> Months			

**5. CURRENT LANDLORD OR LETTING AGENCY**

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

Name of Landlord or Letting Agency:	<input type="text"/>				
Address:	<input type="text"/>				
					Postcode:
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>		
Fax:	<input type="text"/>	Email:	<input type="text"/>		

**6. EMPLOYMENT DETAILS**

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

Employed:	<input type="checkbox"/>	Self Employed:	<input type="checkbox"/>	Unemployed:	<input type="checkbox"/>	Retired:	<input type="checkbox"/>	Student:	<input type="checkbox"/>	Starting Employment	<input type="checkbox"/>	
Details of current Employer / Pension Administrator / Accountant / New Employer ( <b>delete as appropriate</b> )												
Company Name:	<input type="text"/>					Contact Name:	<input type="text"/>					
Address:	<input type="text"/>											
											Postcode:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text"/>							
Position Held:	<input type="text"/>	Start Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Gross Salary	<input type="text"/>	£	<input type="text"/>					
Is this position permanent:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Payroll / Service / Pension Number:	<input type="text"/>						

**7. PREVIOUS EMPLOYMENT DETAILS**

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

If you have not worked in your current position for at least 12 months please provide details below. (Attach a separate sheet if necessary)												
Employed:	<input type="checkbox"/>	Unemployed:	<input type="checkbox"/>	Self Employed:	<input type="checkbox"/>	Student:	<input type="checkbox"/>	Other	<input type="text"/>			
Company Name:	<input type="text"/>					Contact Name:	<input type="text"/>					
Address:	<input type="text"/>											
											Postcode:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text"/>							
Start Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	End Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>									

**8. ADDITIONAL INFORMATION**

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

Are you a smoker: Yes  No

Do you have children? How Many?  Ages?

Do you have any pets? (specify)

Use this space to provide any other information we may have requested:

## **NOTES FOR TENANTS**

- All applications are subject to a full credit check
- Deposits are usually equal to one months rent or could vary subject to the landlords discretion, you will be required to pay the first months rent in advance & the deposit prior to moving into the property.
  - If a guarantor is necessary you will be charged £50 plus vat
  - Administration fee of £80.00 plus VAT is required for each separate tenant.
  - On signing the tenancy agreement a charge of £50.00 plus Vat is required.
- All successful applicants will deal direct with the landlord after signing the contracts and all payments to the landlord must be by standing order.
  - The attached Insurance form must be completed with this application.

**9. DECLARATION**

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

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objections being verified by fair and lawful means, which will involve contacting referees supplied. The results of Rentshield Direct's findings will be forwarded to the appointed Letting Agent and/or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Rentshield Direct may search the files of a credit reference agency which will keep a record of that search. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention. All information will be treated as confidential. We may offer you other products and services in the future. If you do not wish to receive them, please tick here

Applicant's Signature:

Print Name:

Date:

