



# Tenancy Application Form



**House & Home**  
Property and Mortgage Centres  
*..... Don't move home without us!*

H50814  
112a High Street  
Coleshill

Form ID: RSD4282/Revision: 23/02/2017

Please select management service:      Tenant find only      Rent collect only      Fully managed

**Please note that Rent Guarantee is only available for fully managed properties.**

## 1 – Check type

**Missing information will result in delays.  
Please complete using BLOCK CAPITALS.**

Credit Search

Full reference

Full reference with Advance

If you have requested a Full reference with Advance, please enter the landlord's name here.

**If you select Full Reference with Advance, you CANNOT purchase any Rent Protection Insurance.**

If you require insurance for this application, please tick this box to confirm that you have completed the separate Rent Protection Insurance Application Form and returned it to us with this form.

## 2 – Property details

**This section should be completed by the LETTING AGENT.  
Please complete using BLOCK CAPITALS.**

POSTCODE

HOUSE NUMBER

FLAT NUMBER

HOUSE NAME

STREET

DISTRICT

TOWN

COUNTY

PROPERTY TYPE

WAS IT PURPOSE-BUILT:    YES

NO

NUMBER OF BEDROOMS

### 3 – Rental details

This section should be completed by the **LETTING AGENT**.  
Please complete using **BLOCK CAPITALS**.

NUMBER OF TENANTS	RENT PER MONTH	START DATE	RENTAL TERM
	£		

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### 4 – Tenant details

This section should be completed by the **LETTING AGENT**.  
Please complete using **BLOCK CAPITALS**.

**PLEASE STATE NAMES OF ANY TENANTS MOVING IN TO THIS PROPERTY AND THEIR SHARE OF THE RENT:**

If more than 4 tenants are moving into the property, please continue in Section 11. You can enter the rental share as either a % or in £.

Tenant 1	Share	Tenant 2	Share
Tenant 3	Share	Tenant 4	Share

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### 5 – Personal details

This section should be completed by the **TENANT**. Please complete using **BLOCK CAPITALS**.

Mr/Mrs/Miss/Ms

Surname

First Name

Middle Name

Date of Birth

Nationality

Maiden/Other Name

Gender      Male      Female

Marital Status

Daytime tel

Evening tel

Mobile tel

Email

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## 6 – Current address

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

Please complete using **BLOCK CAPITALS**.

**PLEASE PROVIDE THREE YEAR'S WORTH OF RESIDENCY DETAILS (USE A SEPARATE SHEET IF NECESSARY)**

Postcode

House number

Flat Number

House Name

Street

District

Town

County

### Status

Owner  With friends or family (with no tenancy agreement)

Rented  Council tenant

Other (please specify)

Is this an overseas address? Yes  No  Length of time at this address

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## 7 – Previous address

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

Please complete using **BLOCK CAPITALS**.

Postcode

House number

Flat Number

House Name

Street

District

Town

County

### Status

Owner  With friends or family (with no tenancy agreement)

Rented  Council tenant

Other (please specify)

Is this an overseas address? Yes  No  Length of time at this address

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## 8 – Financial details

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

Please complete using **BLOCK CAPITALS**.

In order to speed up your application, please make your referee aware that we will be contacting them by phone or email.

Employment Status

(Employed, Self Employed, Retired, Unemployed, Student)

Annual Income                    **£**

Job title

Start Date

Payroll/Pension  
Reference  
Number

Is your job likely to change in the near future?    Yes

No

What is the nature of your employment?

Permanent

Temporary

Contract

Average commission/bonus per annum    **£**

Average overtime per annum                    **£**

Do you have any further sources of income?    Yes

No

If so, how much?

And where from?

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## 9 – Employer details

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

Please complete using **BLOCK CAPITALS**.

In order to speed up your application, please make your referee aware that we will be contacting them by phone or email.

Company/Accountant's or Pension Provider's name

Postcode

House Number

Flat Number

House Name

Street

District

Town

County

Contact Name

Job Title

Phone (Daytime)

Phone (Mobile)

Email

Fax Number

Additional information:

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## 10 – Your most recent landlord’s details

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

**Please complete using BLOCK CAPITALS.**

**In order to speed up your application, please make your referee aware that we will be contacting them by phone or email.**

Do you pay your rent through a letting or managing agent?    No                      Yes

Landlord/Letting agent’s name (this is who you pay your rent to)

Contact name

Postcode

House Number

Flat Number

House Name

Street

District

Town

County

Phone (Daytime)

Phone (Mobile)

Email

Fax Number

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## 11 - Additional Information

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

**Please complete using BLOCK CAPITALS.**

## 12 – Personal details continued

**This section should be completed by the TENANT.  
Please complete using BLOCK CAPITALS.**

Are you aware of ANY adverse credit history, including IVAs,  
Bankruptcy and CCJs, whether or not these have been satisfied?

Yes

No

*Please note that failure to disclose information relating to adverse  
credit history may result in your application being declined.*

If you have answered yes, please give details below.

## 13 - Consent

This section should be completed by the TENANT.

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.**

Your reference will be completed by Rentshield Direct on behalf of your letting agent and/or landlord. Rentshield Direct is part of the Barbon Insurance Group Limited. For the purposes of this application, Barbon Insurance Group Limited is the Data Controller as defined in the Data Protection Act 1998 (the "Act")

In order to complete your application, Rentshield Direct will consult with a number of sources to verify the information, including a licensed credit reference agency.

As a result of the information received:

- 1) Rentshield Direct will pass on any relevant information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- 2) By consulting with a credit reference agency, Rentshield Direct will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the credit reference agency Rentshield Direct use in order to contact them for a copy of the information they hold.
- 3) Rentshield Direct may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Rentshield Direct.

Information may be sent to you and your nominated referees by email. This information will just be sufficient to identify you and it won't be excessive; however, you should be aware that information sent via electronic means can't be guaranteed to be secure. The provisions of Section 8, Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it will be grounds to terminate the tenancy agreement.

I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which Rentshield Direct will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

I'm happy for Rentshield Direct to contact my referees (*including those outside the EEA*), with personal information which has been provided in this form to allow them to verify the information about my income, dates of employment and previous tenancy term.

Signed	Date
Full Name	

### Did you know...

We also offer a range of insurance products and services specifically tailored for tenants. Whether you're looking to insure your possessions that matter most to you, or protect yourself in case you accidentally damage your landlord's fixtures and fittings, we may have a product to suit your needs. We're sure you'll find our prices to be competitive...call us on 0800 035 8255.

If you don't want us to contact you about our other services, please tick this box  we will never pass your details on to a third party unless we ask for your express permission. You can unsubscribe from our marketing lists at any time by emailing [marketing@rentshielddirect.com](mailto:marketing@rentshielddirect.com)

Rentshield Direct and other Barbon companies would like to contact you occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit you as a tenant. If you're happy to receive such information, please tick this box

Confidentiality note: The information contained within this application is being transmitted and is intended only for Rentshield Direct. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this application is strictly prohibited. If you receive this application in error please notify us immediately by calling 01626 771300. Rentshield Direct is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority. Registered in England number 3135797.