

Full Credit Reference - Tenancy Application

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. You may however request the name of the credit reference agency searched. An administration charge may be payable with application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

IMPORTANT PLEASE READ THIS BEFORE COMPLETING

COMPLETE FORM IN FULL AND IN BLOCK CAPITALS

It is **VITAL** that all information requested is supplied. Missing information will result in this form **not** being processed.

NOT FOR USE WITH GUARANTORS

Use a Guarantors Form.

**Version
011**

MISSING INFORMATION WILL RESULT IN DELAYS!

1 DETAILS FOR PROPOSED PROPERTY

Property Address

Postcode Property Type: Terraced Semi-Detached Detached Flat

Property Rent per month £ Applicant Share of Rent P/M £ Tenancy Start / / Rental Period (in months) No. of Bedrooms

2 APPLICANT'S DETAILS

Title (Mr,Mrs etc) Male Female

First Name(s)

Surname

Marital Status

Maiden Name

Date of Birth / / Number of dependants

N.I Number

Work Phone No Home Phone No Mobile Phone No

Email Address

Is there more than one Tenant over the age of 18 moving into the property? YES NO

Are they to be referenced? YES NO

If yes, please supply name (s)

Please supply ages of all other dependants under 18 years old in the additional information section on page 3.

Please note that a separate application is required per applicant if they are also to be referenced

2.1 CREDIT HISTORY

Have you ever been issued with a county court judgement (CCJ)? YES NO

Are you or any intended occupants aware of any adverse credit history? YES NO

YOU MUST PROVIDE 12 MONTHS OF THE MOST RECENT ADDRESSES AND RENTAL DETAILS

3 CURRENT ADDRESS & TENANCY DETAILS

Property Address

Postcode Period at Address Years Months

I am: Property Owner With Family/Friends Renting **Complete section 3.1** Other **If Other, please provide details below**

3.1 CURRENT LANDLORD / LETTING AGENT OR COUNCIL IF COUNCIL TENANT

Name Phone No

Address Mobile No

Address cont. inc Post Code Fax or Email

If you have been at the current address for less than 12 months complete section 3.2 otherwise proceed to section 4

3.2 PREVIOUS TENANCY DETAILS

I was: Property Owner With Family/Friends Renting **Complete section 3.3**

Previous Address

I was: Property Owner With Family/Friends Renting **Complete section 3.3**

Previous Address

3.3 PREVIOUS LANDLORDS / LETTING AGENTS OR COUNCILS IF COUNCIL TENANT

Name

Address

Postcode Phone No Fax or Email

Period at Address Years Months

Name

Address

Postcode Phone No Fax or Email

Period at Address Years Months

4 EMPLOYMENT / INCOME DETAILS MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

I am Retired **Please supply details of pension or other income. Please attach relevant forms and proceed to section 5**

Self Employed **Proceed to section 4.5** Unemployed Student **Proceed to section 5**

Employed *Starting New Employment * If you tick this you **must** complete both sections 4.1 + 4.4 If you have a second current employment or regular income which you wish to be taken into account, please note ALL details in Section 8

4.1 CURRENT EMPLOYMENT DETAILS

Company Name Commencement Date

Address

Postcode Landline Fax

Position Held Annual Salary £

Contact Name (must be able to confirm salary) Company Contact Email

Employment Temporary Permanent Contract Staff Payroll No

Please note if applicant is on temporary employment with no fixed term contract a guarantor may be required. Please supply full employment details for the last 12 month including any periods of unemployment

If you have been employed for less than 6 months complete section 4.2 otherwise proceed to section 5

4.2 PREVIOUS EMPLOYMENT / INCOME DETAILS MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Self Employed Unemployed Student **Proceed to section 5**

Employed Full Time Employed Part Time **Proceed to section 4.3**

4.3 PREVIOUS EMPLOYMENT DETAILS

Company Name Commencement Date

Address

Postcode Landline Phone No Fax

Proceed to section 5

4.4 FUTURE EMPLOYMENT DETAILS

Company Name	<input type="text"/>	Commencement Date	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Landline Phone No	<input type="text"/>
		Fax	<input type="text"/>
Position	<input type="text"/>	Annual Salary	£ <input type="text"/>
Contact Name <small>(must be able to confirm salary)</small>	<input type="text"/>	Company Contact Email	<input type="text"/>
Employment	Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/>	Contract <input type="checkbox"/>

Please note if applicant is on temporary employment with
no fixed term contract a guarantor may be required.

Proceed to section 5

4.5 ACCOUNTANT'S DETAILS

Name	<input type="text"/>	Contact Name	<input type="text"/>		
Address	<input type="text"/>		Postcode	<input type="text"/>	
Landline Phone No	<input type="text"/>	Fax or Email	<input type="text"/>	Applicant's Salary P/A	<input type="text"/>

If you complete your own self assessment, please supply copies of 6 months personal bank statements or copies of your verified tax returns

5 CHARACTER REFERENCE (This must not be a relative or a referee already supplied on this form)

Name	<input type="text"/>	Relationship	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone No	<input type="text"/>
		Fax or Email	<input type="text"/>

6 NEXT OF KIN (Excluding Spouse)

Name	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Landline Phone No	<input type="text"/>
		Mobile Phone No	<input type="text"/>

7 ADDITIONAL DETAILS WHERE REQUIRED

8 DECLARATION

THIS FORM IS TO BE SIGNED BY THE APPLICANT ONLY

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of FCC Paragon'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 FCC Paragon may search the files of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing. All information will be treated as confidential. If this form is completed electronically, the applicants signature is not required, however they must complete their name in section 8. This confirms that they have read the declaration and agree to us processing their personal information. This does not apply to handwritten applications which must be signed by the applicant. We may from time to time offer you other products and services in the future, please tick here if you are happy to receive them.

Applicant's Signature

Print Name

Date

 / /

FOR LETTING AGENTS USE ONLY

Service 24 Hour 48 Hour

2 forms of identification were viewed by agent YES NO

Contact Name

Agency No

Agent Name

RENT PROTECTION & LEGAL EXPENSES WARRANTY - AGENT USE ONLY

Do you require a Rent Protection and Legal Expenses Warranty? NO 6 Months 12 Months

Landlord Name

Mobile No

Address

Phone No

Post Code

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PLEASE NOTE THAT A RENT PROTECTION & LEGAL EXPENSES WARRANTY CANNOT BE OFFERED ON OVERSEAS GUARANTORS

IMPORTANT

YOU MAY NEED CONTENTS INSURANCE COVER AS PART OF YOUR ASSURED SHORTHOLD TENANCY AGREEMENT. IF THIS IS NOT COMPULSORY WE STILL RECOMMEND THAT YOU TAKE OUT ADEQUATE COVER TO PROTECT THE PROPERTY CONTENTS.

Please find below set rates for Tenants Contents Insurance

Contents Limit	Standard cover	Inc Accidental Damage
£5,000	£80.00	£105.00
£10,000	£100.00	£130.00
£15,000	£120.00	£155.00
£20,000	£140.00	£180.00
£20,000+	Please call Paragon Advance on 0870 389 9604	Please call Paragon Advance on 0870 389 9604

**CALL PARAGON ADVANCE FOR A NO OBLIGATION QUOTATION ON:
0870 389 9604**

ALTERNATIVELY WE CAN CALL YOU, PLEASE PROVIDE THE BEST PHONE NUMBER TO CONTACT YOU ON

PARAGON ADVANCE ARE AUTHORISED AND REGULATED BY THE FINANCIAL SERVICES AUTHORITY.
OUR FIRM REFERENCE NUMBER IS 304595.

APPLICATION FORM: GUIDANCE & INFORMATION

IMPORTANT - Please ensure all of the below is on the application form before submitting.

- ✓ Property details (including house number), with postcode.
- ✓ Rent per month.
- ✓ Tenancy start date, (cannot be more than 45 days in advance).
- ✓ Applicant's full name and date of birth.
- ✓ 12 months of addresses and period at address.
- ✓ 12 months of living arrangements, including all contact details for managing agents / landlords (can accept mobile numbers).
- ✓ 6 months of employment details, including land-line contact numbers. We do not accept mobile numbers for financial references.
- ✓ If self-employed: Accountant contact details, including a land-line number. We will not accept accounts from a non-chartered accountant and where details supplied are not on chartered accountant's headed stationary. As an alternative we will accept 6 months of the most recent personal bank statements or a verified tax return form.
- ✓ If Rent Warranty is required every tenant and guarantor must be fully referenced.
- ✓ Sign declaration and date.
- ✓ Form must be legible and clear.
- ✓ Letting agent name completed.
- ✓ Complete in blue or black ink.
- ✓ When completing employment details it can speed up the process if you supply a payroll number (if applicable).
- ✓ Please ensure that you have validated all postcodes you supply as this will also speed up processing times. (www.postcodeanywhere.com)
- ✓ Proof of Residence: We need 2 copies of a utility bill or bank statements.
 - 1 to be dated within the last 4 weeks.
 - 1 to be dated between a 3-6 month period.

All of the above information is compulsory.

If not completed correctly it can result in delay or even Rejection.