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## TENANT/GUARANTOR REFERENCE FORM

Dear Prospective Tenant,

Thank you for your interest in our properties currently for rent.

### 1. PROPERTY DETAILS

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Please enter the details of the property to be let.

House number/name	
Street	
Town	
Postcode	
Proposed Start Date	
Term of Tenancy	<input type="checkbox"/> 6 months <input type="checkbox"/> 12 Months Please tick appropriate box

Please complete 1 to 7 of the attached application form and return this with the following:

- Photographic Identification** (passport, driving licence etc.)
- One proof of Residency** (Utility Bill or Credit Card Statement not more than 4 months old)
- A Pay slip** (not applicable if unemployed)

**Should you be successful, a deposit of one month's rent will be required. Your first month's rent will be due on or before your move in date. A copy of the lease is available to view on request. If you require any further information please do not hesitate to contact us.**

**Thank you**

The tenant should complete and sign this form and return it **to letting agent**. Please **DO NOT** return this form to Lettingref directly.

## 2. TENANTS DETAILS

Please enter full details of the tenant

***If this is a joint tenancy we will require two forms***

Title				
Forename				
Surname				
Middle names				
Marital Status	Married	<input type="checkbox"/>	Single	<input type="checkbox"/>
	Divorced/Separated	<input type="checkbox"/>	Co-habiting	<input type="checkbox"/>
Date of Birth	/ /			
Contact Number (day)				
Mobile Number				
Email address				

Will anyone apart from you occupy the property e.g. Children/Partner  
 Yes     No  
If yes, please give names/ages below.

Do you smoke?

Yes     No

*Please tick appropriate box*

Do you have pets?

Yes     No    Details \_\_\_\_\_

*Please tick appropriate box and if yes give details above*

### Tenant income

Employment Status

Employed     Self Employed

Retired     Unemployed

*Please tick appropriate box*

Annual Income

£

### IMPORTANT – ADVERSE CREDIT HISTORY

**Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements or any other adverse credit history whether settled or not?**

Yes     No

If Yes, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

### 3. TENANTS ADDRESS HISTORY

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Please give details of your address history, starting with your current address

House number/name		
Street		
Town/City		
Postcode		
Time at address	Years	Months

If you have lived in more than one property in the last three years, please enter details below.

House number/name		
Street		
Town/City		
Postcode		
Time at address	Years	Months

House number/name		
Street		
Town/City		
Postcode		
Time at address	Years	Months

### 4. TENANTS EMPLOYMENT DETAILS

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Please provide contact details for tenant's employer

Job Title	
Contact Name	
Company Name	
Employer Address	
Phone Number	
Email Address	

## 5. PREVIOUS LANDLORD/LETTING AGENT DETAILS

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Please provide contact details for the tenant's previous landlord or letting agent

Property Address	
Contact Name	
Company Name	
Phone Number	
Email Address	

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### **A HOMEOWNER Guarantor is required**

Should you be successful, your guarantor is required to sign the guarantor agreement (and provide photo ID) on or before the day of moving in.

Title	
Forename	
Surname	
Date of Birth	/ /
Email address	
Contact Number (day)	
Contact Number (evening)	
Mobile Number	

### **GUARANTOR'S ADDRESS**

House number/name	
Flat number/name	
Street	
Town/City	
Postcode	
Time at address	Years Months

## 7. TERMS AND CONDITIONS

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### Tenant(s) signature

By signing and submitting this form you are confirming that (i) the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading (ii) that you have read and agree to the attached Privacy Policy.

Please read the declaration and sign and date below/

**WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.**

I confirm that I have read and agree with the Privacy Policy below and in particular, that I consent to my personal information being used as described in this policy. I understand that for the purposes of those documents I am the Tenant.

Tenant's signature: ..... Date: ...../...../.....

### Mitchell Property Management – Privacy Policy

#### How important is your privacy to us?

Here at Mitchell Property Management we take your privacy seriously. The information you provide us with is used only in processing your application for a rental property.

#### How will we use the information about you?

Your potential landlord wants to be sure he or she is protected by getting the best possible tenant for their property. The information you provide gathers this relevant information. This information is passed on to the landlord verbally or by providing them with a copy of your application for consideration. If you are offered the property your information is used to complete a credit check. We use the company Lettingref\* to complete the credit check. You will have given permission for us to carry this out when submitting your application. If you are not successful in securing a property your information is shredded securely in a timely fashion. We do not share this information with any third parties.

#### How is your information stored?

Tenant's information is filed both in hard copy and electronically. A hard copy of your application is filed in your tenancy folder. This is filed in a secured area. Essential details of your tenancy agreement and contact details are filed electronically on our database. Our computers are protected by a computer security company.

#### Can I see the information you have on file relating to me?

Yes, you can ask to view this at any time.

\*Lettingref's privacy policy can be viewed online <https://www.lettingref.co.uk/about-us/privacy-policy> or a hard copy is available from our office.