

Tenant Reference Application Form

Address of property applied for:

You are being asked to complete a tenant reference form so that I can assess your suitability for a tenancy at the above address. As a responsible landlord it is important that I carry out reference checks and check all applicants Right to Rent in the UK. As part of these checks you will be asked to provide certain information and documentation. All information received from you will be held and used in compliance with General Data Protection Regulation (GDPR).

Please read notes

- Please fill in as much as possible. It will take longer to process your application if information is missing. If the application form is incomplete your application might be rejected.
- Any members of the household age 16 + must complete their own form.
- You will need to provide proof of ID and income, please provide one or more of the following:

General documents may include (but not exclusive to):

- ✓ Birth certificate
- ✓ Passport
- ✓ Welfare or benefit document
- ✓ Utility bill
- ✓ Home Office letter
- ✓ Current tenancy agreement
- ✓ Bank statement
- ✓ Payslip

Right to rent documents may include (but not exclusive to):

- ✓ Passport
- ✓ National identity card
- ✓ Registration certificate
- ✓ Visa
- ✓ Immigration documents
- ✓ Certificate of registration or naturalisation

Please return to:

Landlord name:

Address:

Email:

Lead applicant details

Name:

Current address:

Tenure: Owner occupier/Private rented/Social landlord/Living with family/ Homeless

Start of tenancy:

Telephone No:

Email:

Date of birth:

National Insurance Number:

Are you doing any work for an employer? YES NO

Name:

Organisation:

Contact details:

Salary/ wages: £ pw/pcm

Are you studying? YES NO

Are you studying: Full time/ Part time

School name:

School address:

Start date:

Expected end date:

Do you receive any of the following? YES NO

	Amount	Frequency
LHA/ HB	£	pw/pcm
UC	£	pw/pcm
JSA/ IS	£	pw/pcm
CTC	£	pw/pcm

CB	£	pw/pcm
WTC	£	pw/pcm
DLA/PIP	£	pw/pcm
ESA	£	pw/pcm
Other:	£	pw/pcm

Lead applicant housing history (5 years)

Address 1:

Start of tenancy End of tenancy

Landlord name:

Landlord address:

Landlord tel/ email:

Reason for leaving:

Address 2:

Start of tenancy End of tenancy

Landlord name:

Landlord address:

Landlord tel/ email:

Reason for leaving:

Address 3:

Start of tenancy End of tenancy

Landlord name:

Landlord address:

Landlord tel/ email:

Reason for leaving:

Joint applicant details

Name:

Relationship to lead applicant:

Current address:

Tenure: Owner occupier/Private rented/Social landlord/Living with family/ Homeless

Start of tenancy:

Telephone No:

Email:

Date of birth:

National Insurance Number:

Are you doing any work for an employer? YES NO

Name:

Organisation:

Contact details:

Salary/ Wages: £ pw/pcm

Are you studying? YES NO

Are you studying: Full time/ Part time

School name:

School address:

Start date:

Expected end date:

Do you receive any of the following? YES NO

	Amount	Frequency
LHA/ HB	£	pw/pcm
UC	£	pw/pcm

JSA/ IS	£	pw/pcm
CTC	£	pw/pcm
CB	£	pw/pcm
WTC	£	pw/pcm
DLA/PIP	£	pw/pcm
ESA	£	pw/pcm
Other:	£	pw/pcm

Joint applicant housing history (5 years) Same as lead YES NO

Address 1:

Start of tenancy End of tenancy

Landlord name:

Landlord address:

Landlord tel/ email:

Reason for leaving:

Address 2:

Start of tenancy End of tenancy

Landlord name:

Landlord address:

Landlord tel/ email:

Reason for leaving:

Address 3:

Start of tenancy End of tenancy

Landlord name:

Landlord address:

Landlord tel/ email:

Reason for leaving:

Who Else is Moving In?

Anyone over the age of 16 must complete their own application form (even where they have lived with the applicants)

	Name	DOB	Current Address	Relationship to applicant
1				
2				
3				
4				
5				

Do you have any pets? YES NO

If yes please state:

Any further notes

Consent Form

I understand that the landlord, _____, will need to carry out enquiries concerning my and any other person living in the household's character, conduct of any previous tenancies or occupations of any property in the past.

I give my permission for the landlord, _____, to obtain any relevant information about me and any other person living in my household from all relevant agencies.

I understand that this information will be used for the sole purpose of assessing my housing application and will be held in compliance with General Data Protection Regulation (GDPR).

I understand that it is an offence to give false information or to withhold any information relevant to my application and to do so could make me liable for a monetary fine. I understand that should a tenancy be granted based on false or withheld information by me or anyone acting on my behalf, the partners will reserve the right to recover the possession of any property that has been allocated.

The information I have provided is correct and accurate. I understand that if I am granted a tenancy after either knowingly or recklessly providing misleading information my tenancy can be ended in this regard.

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Dated: _____

Dated: _____