



New Advanced Reference

| Proposed Property Details | |
|---------------------------|---|
| Total Monthly Rent | |
| Rental Term | |
| Letting Status | Managed By Agent <input type="checkbox"/> Let Only <input type="checkbox"/> |
| First Line of Address | |
| Town | |
| County | |
| Post Code | |
| Number of Bedrooms | |
| Type | Semi Detached <input type="checkbox"/> Detached <input type="checkbox"/> Flat <input type="checkbox"/> |
| Total Number of Tenants | |
| Agent Reference Number | |

| Applicants Personal Details | |
|---|--|
| Title | |
| First Name | |
| Middle Name | |
| Last Name | |
| Date of Birth | |
| Telephone Number | |
| Mobile Number | |
| Email Address | |
| The Rent Amount The Tenant Is Responsible For | |
| National Insurance Number | |
| Driving Licence | |
| Adverse Credit History | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| CCj's | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Current Status | Living As Private Tenant <input type="checkbox"/> Living With Family/Friends <input type="checkbox"/> UK Property Owner <input type="checkbox"/> |
| If UK Property Owner | Have you ever defaulted on any mortgage payments? Yes <input type="checkbox"/> No <input type="checkbox"/> |



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Applicants Landlord Details

| | | |
|------------------------------|--------------|------------|
| Landlord Name | | |
| First Line Of Address | | |
| Town | | |
| County | | |
| Post Code | | |
| Contact Telephone | | |
| Contact Fax | | |
| Contact Email | | |
| Tenancy | From: | To: |
| Monthly Rent(£) | | |

Applicants Previous Address (If Applicable)

| | | |
|------------------------------|--------------|------------|
| First Line Of Address | | |
| Town | | |
| County | | |
| Post Code | | |
| Residing Since (Year) | From: | To: |

Applicants Current Address

| | | |
|------------------------------|--|--|
| First Line Of Address | | |
| Town | | |
| County | | |
| Post Code | | |
| Residing Since (Year) | | |



New Advanced Reference

| | |
|---------------------------------|--|
| <input type="checkbox"/> | |
| Employed (If Applicable) | |
| Company/Organisation | |
| Position Held | |
| Person to Contact | |
| Employed From | |

| | |
|--|--|
| <input type="checkbox"/> | |
| Self Employed Without Accountant/DSS/Retired (If Applicable) | |
| We need to have proof of your income. Please supply proof of income and attach it to this document. | |

| | | |
|--|--------------|--------------|
| <input type="checkbox"/> | | |
| Self Employed With Accountant (If Applicable) | | |
| Name Of Accountant | | |
| Accounting Period | From: | Till: |

| | |
|--|--|
| Applicants Employment Details | |
| Contact Telephone | |
| Contact Fax Number | |
| Contact Email | |
| First Line Of Address | |
| Town | |
| County | |
| Post Code | |
| Gross Annual Income (£) | |
| Other Income (£) | |
| Payroll/Service/Pension Number | |
| Will your employment change before the proposed tenancy starts? | No <input type="checkbox"/> Yes (please give details below) <input type="checkbox"/> |
| Notes | |

| | |
|-----------------------------------|--|
| <input type="checkbox"/> | |
| Unemployed (If Applicable) | |
| No details are required | |



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Tenants Previous Employment

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment

| | | | |
|-----------------------|--------------------------------------|--|-------------------------------------|
| Employment Status | Permanently <input type="checkbox"/> | Self-Employed <input type="checkbox"/> | Unemployed <input type="checkbox"/> |
| | Student <input type="checkbox"/> | Other[.....] | |
| Company Name | | | |
| First Line Of Address | | | |
| Town | | | |
| County | | | |
| Post Code | | | |
| Accounting Period | From: | Till | |

Useful Information

Information requested in this box is not required for referencing purposes, however may assist your managing agent

| | | | |
|-------------------------------|---------------------------------|------------------------------------|---|
| Marital Status | Single <input type="checkbox"/> | Married <input type="checkbox"/> | Divorced/Separated <input type="checkbox"/> |
| Are you a smoker? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Do you have any pets? | No <input type="checkbox"/> | Yes(please specify) | |
| Next of Kin(should be spouse) | | | |
| Relationship to you | | | |
| First Line Of Address | | | |
| Town | | | |
| County | | | |
| Post Code | | | |
| Telephone | National Insurance Number | | |
| Bank Name | Sort Code | Account Num | |



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Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection. A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws. I confirm that the information provided on this application is accurate & true. I authorise CompleteLettingSolutions.co.uk to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

| | |
|------------------|--|
| Name | |
| Date | |
| Signature | |