

WHERE YOU CURRENTLY WORK (Please complete ALL sections of this box) Your application will not be processed unless Telephone and Fax numbers are provided:

Are You? Employed Self Employed Unemployed Refer to partners application
(If self employed, please submit 3 years accounts)

Employers Name / Accountants Name

Address

Postcode (Essential):

Tel No: / Fax No: /

Start Date:

Job Title: Salary per month: £

Contact Name: Position:

Email Address: Payroll number:

Do you have additional source of income? (If yes, please provide details below and provide separate proof) Yes NO

Pension Investments Other (specify)

Are you aware of any previous CCJ's or Bankruptcy? Yes NO (If yes, please attach on a separate sheet)

PREVIOUS EMPLOYMENT – If you have been in your current employment for less than 3 years, please provide details of all previous employers on the continuation sheet provided and include start dates and leaving dates.

Employers Name / Accountants Name /

Address

Postcode (Essential):

Tel No: / Fax No: /

Job Title: Salary per month: £

Start Date: Leaving Date: Position:

Contact Name: Email Address:

CURRENT/PREVIOUS LANDLORD/LETTING AGENT (Please give authority to your agent to pass a reference on you)

Landlords / Letting Agents Name

Address

Email

Tel No: / Fax No: /

Previous Rent per month: £

NEXT OF KIN DETAILS

Name Address

Tel: / Evenings: /

I hereby authorise LetSafe to make any enquiries considered necessary to substantiate information supplied on this application, I authorise you or your assessment company to disclose any information about me and my account to any credit reference agency and/or any other tenancy database who may retain a record of such a search. This information is used to help me make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. I give my permission to take up all necessary references and that these may be shown to a Landlord and / or their lender. The details you provide will be held by LetSafe and may be used to keep you up to date on our products and services and those of other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box.

I confirm that the information supplied is to the best of my knowledge and belief, true.

PLEASE NOTE: A SIGNED CONSENT FORM **MUST** ACCOMPANY THIS APPLICATION.

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Signature of Applicant.....

DATE

CONTINUATION SHEET

Is this continuation sheet for a Tenant Guarantor Application?

Property Address Applied For.....

Postcode

First Names (Mr/Mrs/Ms) Delete as appropriate Surname

.....

PREVIOUS EMPLOYMENT (1)

Employers Name / Accountants Name

.....

Address

.....

..... Postcode (Essential):

Tel No: / Fax No: /

Salary Per Month £

Job Title: Start Date: Date Left:

Contact Name: Position:

Email Address:

PREVIOUS EMPLOYMENT (2)

Employers Name / Accountants Name

.....

Address

.....

..... Postcode (Essential):

Tel No: / Fax No: /

Salary Per Month £

Job Title: Start Date: Date Left:

PREVIOUS ADDRESS (1)

Address:

..... Postcode (Essential):

Period at this address Years Months

PREVIOUS ADDRESS (2)

Address:

..... Postcode (Essential):

Period at this address Years Months

Signature of Applicant..... DATE

(I confirm that the information supplied is to the best of my belief and knowledge, true)

What to Submit with your Application Form Tenants / Guarantors



This is a check list of what you must provide when you submit your application form.

Section A	Please Tick	Section B Please also provide <u>one</u> of the following	Section C If you are unable to provide documentation from Section B, we will require any <u>two</u> of the following:
Signed application form	<input type="checkbox"/>	Photo Driving Licence	
Signed Consent Form	<input type="checkbox"/>	Photo Passport	
		Marriage Certificate	
		<u>OR</u>	
Audited Accounts if self-employed	<input type="checkbox"/>	Benefit Book/Student Card	
Work permit / Visa if foreign national	<input type="checkbox"/>	Civil Service Photo ID card	
		Birth Certificate	
			Council Tax Bill (showing address)
			4 Previous Rent receipts
			Water Rates Bill Showing address
			Bank/Credit Card Statements
			Proof of Pension/Benefits
			3 x recent payslips

Please supply original documentation with your form which your Letting Agent will copy and sign and send to us with your application.

Note: Where guarantors are unable to attend the offices, we will accept copies of documentation which have been signed by the Guarantor as a true copy.

Consent Form

On occasions, some Employers, Accountants etc will not divulge any confidential information about a person unless they have the written consent of that individual.

To enable LetSafe to obtain the necessary references submitted on the application form, we require ALL applicants to complete ALL the relevant sections below.

Please tick ALL boxes that apply

Accountant

Current Employer

Previous Employer

College/University Referee

Previous Landlord

Current Landlord

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Signed:.....

Date:.....

Please print full name.....

Criteria List for Tenants/Guarantors

All Application Forms must include the following:

- Signature of applicant on page 2 of the Application Form.
 - Signed Consent Form
 - Photographic Identification
 - National Insurance number
 - Date of Birth
-
- Tenants and Guarantors must be aged 18 or over to be referenced.
 - Residential address for the last 3 years is essential
 - 3 years continuous employment history is required
 - If self-employed, 3 years accounts must be provided or a contact for an Accountant must be on the Application Form
 - Guarantor Applicants MUST be a UK property owner and resident in the UK
 - Retired Applicants must submit proof of pension with the Application
 - The tenant must be able to afford their share of the rent to qualify. To calculate, multiply the rental amount by 30. This will average what the tenant should be earning annually.