



LETSURE

## Tenant Assessment Application Form

This Form can be used by letting agents or landlords who are vetting applicants prior to the letting of a property. Part A should be completed by the agent / landlord. The other sections should be completed by the tenant applicant or guarantor, according to the type of assessment required. Please complete this Application Form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Once fully completed please fax it to Letsure on **0844 561 7909**.

### Part A To be completed by the agent or landlord *Mandatory field for assessments.*

Agent Name		
Letsure Agency Number		
Contact Name		
Contact Telephone Number		

To assist us to complete the assessment process, there might be a requirement to contact the applicant/guarantor by telephone.   
Please tick the box opposite if this is not acceptable

### Type of assessment required *(see definitions on final page)*

If a guarantor applicant is required, please supply the Applicants Reference ID in box provided.  
(If the guarantor is acting for more than one tenant, please confirm names in part F).

LS
----

### Complete Parts: *(please tick to highlight which parts you are completing)*

Tenant Comprehensive	A,B,C,D & E	<input type="checkbox"/>
Tenant Standard	A,B,C & E	<input type="checkbox"/>
Guarantor Standard	A,B,F,H & I	<input type="checkbox"/>
Comprehensive Guarantor	A,B,F,G,H & I	<input type="checkbox"/>
Comprehensive Tenant Guarantor	All sections A - I	<input type="checkbox"/>

### Property Details:

House Number / Name		
Flat Number / Name		
Street		
Town		
District		
County	Postcode	
Total Rent	£	Per week / month <i>(delete as appropriate)</i>
Tenancy Commencement Date	Period	

### Confidentiality Note

The information contained within this application is being transmitted to and is intended only for the use of Letsure. If the reader of this message is not the intended recipient, you are hereby advised any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling **0844 561 7808**

**Part B** To be completed by the applicant Mandatory for all assessments  
 If more than one applicant, all remaining sections must be completed as appropriate for each.

**How do you propose to pay the rent?**

Own means  Housing benefit

**Please give the names of all adult tenants moving into the property:**

	First Name	Middle Name	Surname	Share of Rent
Tenant 1				£
Tenant 2				£
Tenant 3				£
Tenant 4				£
Tenant 5				£
Tenant 6				£

**Part C** To be completed by the applicant \* Mandatory fields  
 Please complete **ALL** boxes. If more than one applicant, parts C to I inclusive must be completed as appropriate for each.

**Personal Details:**

Mr/Mrs/Miss/Ms*	<input type="checkbox"/>	Other (please specify)	<input type="text"/>
Surname *	<input type="text"/>		
First Name *	<input type="text"/>	Middle Name	<input type="text"/>
Date of Birth *	<input type="text"/>	Nationality	<input type="text"/>
Sex	Male / Female (please circle)		
Marital Status	<input type="text"/>	Maiden Name	<input type="text"/>
Daytime Telephone Number *	<input type="text"/>	Evening Telephone Number	<input type="text"/>
Mobile Telephone Number	<input type="text"/>		
Email Address	<input type="text"/>		
Do you have any pets	Yes / No (please circle)	Are you a smoker?	Yes / No (please circle)
Are you aware of any CCJ/CD Bankruptcy orders, current or pending? Yes / No (please circle), If yes give details:	<input type="text"/>		

**Names of children living in the property and their dates of birth:**

1.	<input type="text"/>	/	/
2.	<input type="text"/>	/	/
3.	<input type="text"/>	/	/
4.	<input type="text"/>	/	/

**Current Address:**

House Number / Name*	<input type="text"/>		
Flat Number / Name*	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Postcode *	<input type="text"/>
Status (circle one)*	Owner	Rented	Living with parents Council tenant
Other (please specify)	<input type="text"/>		

**Part C (continued) To be completed by the applicant \* Mandatory fields**

**Previous address:**

Enter this information only if you have lived at your current address for less than 3 years otherwise leave blank.

House Number / Name *			
Flat Number / Name *			
Street			
Town			
District			
County		Postcode *	
Status (circle one) *	Owner	Rented	Living with parents Council tenant
Other (please specify)			

**Part D To be completed by the applicant for Comprehensive Assessments \* Mandatory fields**

**Employment Details:**

Employment Status	Self-Employed	Employed	Unemployed	Student	Retired	Payment in Advance
-------------------	---------------	----------	------------	---------	---------	--------------------

If you have indicated unemployment or student and you are currently or have previously lived in rented accommodation, proceed to Landlords details in this part, otherwise proceed to Part E. If you are unable to provide any employment detail a guarantor may be required. To avoid delay please arrange for the proposed guarantor to complete Parts A, B, F, G, H and I of this form.

Profession			
Annual Income (gross)		Employment Start Date*	
Payroll/pension number		Is your employment of a temporary, full, or contract nature?	

**Additional Income (if applicable):**

Are your circumstances likely to change?\* Yes / No (please circle)

If **yes** please give further details \*

--

If you have any additional income please advise how much per annum*	£
---	---

Source of additional income	
-----------------------------	--

**Employer Details:**

If you are employed, Self-employed or retired, give details of your employer, accountant or pension provider (alternatively you may provide proof of pension) below, and authorise them to reply to the enquiries which will be made to verify this information. Please complete ALL boxes, including contact details for referee.

Employer / Accountant / Pension provider *			
Office / House Name *			
Street Number / Name *			
Town *			
County		Postcode*	
Contact Name*			
Contact Job Title*			
Daytime telephone (including STD code)*			
Mobile telephone			
Email Address*			
Fax Number *			

**Part D (Continued) To be completed by the applicant \* Mandatory fields**

**Landlord Details:**

Complete this section if you indicated that you are or have lived in rented accommodation.

Please complete ALL boxes, including individual contact details (telephone and fax number) for landlord or current managing agent.

Landlord or Agent Name *			
Office / House name *			
Street Number / Name *			
Town *			
County		Postcode	
Daytime Telephone*		Evening Telephone Number	
Mobile Telephone			
Email Address *			
Fax Number *			

**Part E To be completed by the applicant for Comprehensive Assessment\* Mandatory fields**

**Bank / Building society details:**

Name of Bank*											
Address*											
Account in the name of*											
How long with this branch?		Sort Code		Account No *							
Do you have a cheque Guarantee Card?	Yes / No (please circle)										

**Next of Kin:**

Name			
House Number / Name	Street		
District	Town		
County	Postcode		
Telephone (daytime)	Mobile number		
Email Address	Relationship		

**Part E (continued) to be completed by the applicant**

**Please read the declaration and sign and date below.**

I confirm that the information which I have given in my application form is to the best of my knowledge true and accurate. I acknowledge and agree to Letsure Limited carrying out searches to verify such information. I agree that such verifications may involve Letsure Limited:

- contacting any referee detailed in my application;
- consulting with credit referencing agencies;
- consulting with the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank account details; and
- Consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).

In connection with my application I acknowledge and agree that:

- Letsure Limited and any third party may keep a record of any search carried out to verify the information I have provided;
- Letsure Limited may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- if I default on my rental payment or apply for a new tenancy agreement in the future Letsure Limited may review the results of the verifications and searches set out above;
- if I default on paying my rent the default will be recorded on Letsure Limited's central database for defaulting tenants and that such default may affect any future application I may make for tenancies, credit and/or insurance;
- Letsure Limited's database may be accessed by various other third parties, who may supply the information on the database to further third parties;
- Letsure Limited can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to Letsure limited; and
- Letsure Limited may otherwise release my personal data where they are required to do so by law and may pass my personal data, including any forwarding address I may provide to a utility company to ensure that any outstanding bills or credit on utility accounts are paid or received by me

The provisions of Section 17 of the Housing Act 1996 will apply to this application. If any information within this application is found to be untrue it will be grounds to terminate the tenancy agreement.

I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earning and dates of employment to Letsure Limited for the purposes described above.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Letsure shall, for the purposes of this application form, be the Data Controller as defined in the Data Protection Act 1998 (the "Act"). In connection with the Act I acknowledge and consent that Letsure can contact me (including contact by electronic means such as email or SMS) about their alternative services which are appropriate and may be of interest to me if I do not tick this box.   
Please note that you can contact us to unsubscribe at any time.

**Part F Guarantor's Details (if required) \* Mandatory fields**

Please note: to be acceptable as a guarantor you must be UK based and have a UK bank account.

**Tenants to be guaranteed:** Please give the names of all the tenants you will be covering:

	First Name	Middle Name	Surname	Share of Rent
Tenant 1				£
Tenant 2				£
Tenant 3				£
Tenant 4				£
Tenant 5				£
Tenant 6				£

**Guarantor's Personal Details:**

Mr/Mrs/Miss/Ms*	Other (please specify)		
Surname *			
First Name *		Middle Name	
Date of Birth *		Nationality	
Sex	Male / Female (please circle)		
Marital Status		Maiden Name	
Daytime Telephone*		Evening Telephone	
Mobile Telephone*			
Email Address			

**Guarantor's Current Address:**

House Number / Name*			
Flat Number / Name*			
Street *			
Town *			
District			
County		Postcode *	
Status (circle one) *	<b>Owner</b>	<b>Rented</b>	<b>Living with Parents</b> <b>Council tenant</b>
Other (please specify)			

**Guarantor's Previous Address** Enter this information only if you have lived at your current address for less than 3 years:

House Number / name *			
Flat Number / name *			
Street *			
Town *			
District			
County		Postcode*	

**Part G Guarantor's Reference\*** Mandatory fields

**Employment details:**

Please note to be acceptable as a guarantor you must be employed / self-employed or have an additional source of income which can be verified.

Profession *			
Annual Income (gross) *	£	Employment start Date*	/ /
Payroll / Pension Number			

**Additional Income (if applicable)**

Are your circumstances likely to change? *	
If yes, please give further details*	
If you have additional Income, Please advise how much per annum*	
Source of additional income	

**Employer Details:**

If you are self employed please provide your accountant details. If you are: Employed: Please provide details of your employer. If you are retired: Please provide details of your pension provider – you may also provide proof of your pension(s). Please ensure you authorise your employer/accountant/pension provider to reply to Letsure's enquiries

Please complete ALL boxes, including contact details for referee.

Employer / Accountant / Pension provider *		
Office House / Name *		
Street Number / Name *		
Town *		
District		
County		Postcode*
Contact Name *		
Contact Job Title *		
Daytime Telephone number *		
Mobile Telephone number		
Email address *		
Fax number *		

**Part H Guarantor's Bank/Building Society Details\*** Mandatory fields

**Bank / Building society details:**

Name of Bank*										
Address*										
Account in the Name of*										
How long with this branch?										
Sort Code*										
Do you have a cheque guarantee card?	Yes / No (please circle)									

Part I Guarantor's Consent:

**Please read the declaration and sign and date below.**

I confirm that the information which I have given in my application form is to the best of my knowledge true and accurate. I acknowledge and agree to Letsure Limited carrying out searches to verify such information. I agree that such verifications may involve Letsure Limited:

- contacting any referee detailed in my application;
- consulting with credit referencing agencies;
- consulting with the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank account details; and
- Consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).

In connection with my application I acknowledge and agree that:

- Letsure Limited and any third party may keep a record of any search carried out to verify the information I have provided;
- Letsure Limited may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- if I default on my rental payment or apply for a new tenancy agreement in the future Letsure Limited may review the results of the verifications and searches set out above;
- if I default on paying my rent the default will be recorded on Letsure Limited's central database for defaulting tenants and that such default may affect any future application I may make for tenancies, credit and/or insurance;
- Letsure Limited's database may be accessed by various other third parties, who may supply the information on the database to further third parties;
- Letsure Limited can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to Letsure limited; and
- Letsure Limited may otherwise release my personal data where they are required to do so by law and may pass my personal data, including any forwarding address I may provide to a utility company to ensure that any outstanding bills or credit on utility accounts are paid or received by me

The provisions of Section 17 of the Housing Act 1996 will apply to this application. If any information within this application is found to be untrue it will be grounds to terminate the tenancy agreement.

I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earning and dates of employment to Letsure Limited for the purposes described above.

Signature\_\_\_\_\_

Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Definitions

<b>Tenant Comprehensive</b>	For applicants who are employed, self-employed, retired or for applicants with a regular income who require an assessment that includes an employer's and where relevant a previous landlord's reference.
<b>Tenant Standard</b>	For applicants when employer's and previous landlord's reference is not required.
<b>Guarantor Standard</b>	For guarantors when an employer's reference is not required.
<b>Comprehensive Guarantor</b>	For guarantors who are employed, self employed, retired or guarantors with a regular income when an assessment is require that includes an employers reference.
<b>Comprehensive Tenant with Guarantor</b>	For applicants who are students, unemployed or on low income where an assessment is required that includes (where relevant), a previous landlord's reference for the applicant and an employer's reference for the guarantor.