



REFERENCING SERVICE  
INDIVIDUAL'S APPLICATION FOR TENANCY

1505201

Godiva Estates Ltd
213 Walsgrave Road Ball Hill. Coventry CV2 4HH
02476636243

All boxes marked  are MANDATORY and we are unable to proceed without the information.

**1. SERVICE, PROPERTY AND LANDLORD DETAILS** This section should be completed by the **LETTING AGENT**

Please select the service required. WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Credit Profile Plus <input type="checkbox"/>		Comprehensive Plus <input type="checkbox"/>	
Xpress (6 Months) <input type="checkbox"/>	Extra (6 Months) <input type="checkbox"/>	Advantage (6 Months) <input type="checkbox"/>	
Xpress (12 Months) <input type="checkbox"/>	Extra (12 Months) <input type="checkbox"/>	Advantage (12 Months) <input type="checkbox"/>	

Address of property to be let:

Postcode:

Total rent for this property: £  per month      Total rent for this applicant: £  per month

Is this property shared?      Yes  No       If yes, number of sharers in the property:

Is this a student property?      Yes  No       If yes, use the student guarantee application

Tenancy term:  Years  Months      Tenancy Start Date:

Prospective Landlord's name:

Prospective Landlord's address:

Postcode:

**2. TENANT DETAILS** This section should be completed by the **TENANT**

Title:  First Name:  Surname:

Other Name(s):  Date of Birth:

Telephone:  Mobile:

Email:

Residential Status:      Property Owner  Council Tenant  Private Tenant  Living with Friends/Relatives

Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders?      Yes  No

If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.

**3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT** This section should be completed by the **TENANT**

Postcode:

Period at address:  Years  Months





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**7. TENANT'S PREVIOUS EMPLOYMENT / OCCUPATION**

This section should be completed by the **TENANT**

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 (attach a separate sheet if necessary).

Employment status: Permanently Employed  Self-employed  Unemployed   
 Student  Other  Please State: \_\_\_\_\_

Company Name:

Address:

Postcode:

Telephone:  Fax:

Email:

Start Date:  End Date:

**8. USEFUL INFORMATION**

This section should be completed by the **TENANT**

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

**Personal Details:**

Marital Status: Single  Married  Divorced / Separated  Other

Are you a smoker? Yes  No

Do you have any pets? Please Detail:

Names and ages of any children who will be occupying the property:

Next of Kin (this should not be your spouse):

Address:

Postcode:

Telephone:  Relationship:

National Insurance Number:

**Bank Details:**

Name(s) of Account Holder(s):

Bank Name:

Sort Code:  Account Number:

**9. GUARANTOR DETAILS**

This section should be completed by the **GUARANTOR**

Title:  First Name:  Surname:

Other Name(s):  Date of Birth:

Telephone:  Mobile:

Email:

Residential Status: Property Owner  Council Tenant  Private Tenant  Living with Friends/Relatives

Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders? Yes  No

If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.

**10. CURRENT & PREVIOUS ADDRESS(ES) OF THE GUARANTOR**

This section should be completed by the **GUARANTOR**

**GUARANTOR**

Current Address:  Postcode:

Years  Months

Period at address: Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary

Address 2:  Postcode:

Period at address:  Years  Months

**11 GUARANTOR'S EMPLOYMENT**

This section should be completed by the **GUARANTOR**

Employed  Self-Employed  Please provide Accountant's details, or 3 years worth of SA302s or CIS Vouchers On Contract  Retired

Unemployed  Student  Independent Means  Proof required if this box is ticked

Details of current Employer / Pension Administrator / Accountant (**delete as appropriate**)

Company Name:  Contact Name:

Address:  Postcode:

Telephone:  Fax:

Email:

Gross Salary / Pension / Drawings: £  per annum

Payroll / Service / Pension Number:

Position Held:  Start Date:

Is this position permanent? Yes  No

Will your employment change before the proposed tenancy starts? Yes  No  If YES, please detail on a separate sheet



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**12. GUARANTOR'S PREVIOUS EMPLOYMENT/ OCCUPATION** This section should be completed by the **GUARANTOR**

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 (attach a separate sheet if necessary).

Employment status: Permanently Employed  Self-employed  Unemployed   
 Student  Other  Please State: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**13. ADDITIONAL INFORMATION**

This section should be completed by the tenant and guarantor

Use this space to provide any additional information we may have requested. If you run out of space, please use a separate sheet.

**14. DECLARATION**

This section should be completed by the **TENANT & GUARANTOR**

Please read the declaration and sign and date below. **WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.**

We hereby confirm that the information provided by us is to the best of our knowledge true. We consent to this information being verified by contacting the third parties detailed in this form. We understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should there be any default in respect of the tenancy or Guarantor covenants. We further understand that this application and the result of any findings may be disclosed to an insurer and/or their agents in connection with the provision of insurance related to the tenancy. We agree that Premier HomeLet/Let Insure/Credit Safe or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, who keep a record of that search. We understand that the information provided by us may be transferred to a country outside the EU for the purposes only of processing this referencing application, notwithstanding such transfer, Premier HomeLet/Let Insure will remain the Data Controller for the purposes of this application.

We also understand that in the event of our defaulting in respect of the covenants as tenant or Guarantor, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

We understand that in the event of our defaulting in respect of the covenants as tenant or Guarantor, the information contained herein may be disclosed to one or more insurer and/or their agents, tracing companies and/or the debt collection agencies in order to recover any monies or to trace our whereabouts. We also understand that the assessment of this applications presumes that at some time during the tenancy agreement, we may be granted of allowed some form of deferred payment.

Tenant's Signature: \_\_\_\_\_ Guarantor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

The details you provide, including your email address, will be held by Premier HomeLet/Let Insure and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services Plc and other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box: (Tenant)  (Guarantor)

**ALL PERSONS SIGNING PLEASE READ BELOW**

**YOU MUST SUPPLY 3 MONTHS BANK STATEMENTS YOU MUST SUPPLY AN ALTERNITIVE ADDRESS.**

**YOU MUST SUPPLY PROOF OF IDENTITY AND PROOF OF ADDRESS.**

**YOU MUST SUPPLY PROOF OF EARNINGS (3 MONTHS WAGE SLIPS WITHOUT THESE YOUR APPLICATION CANNOT PROCEED.)**