



435 Bearwood Road, Bearwood, West  
Midlands, B66 4DH  
Tel: 0121 434 5000 Fax: 0121 429 6090

**MISSING INFORMATION WILL RESULT IN DELAYS!**

**FULL CREDIT REFERENCE – TENANCY APPLICATION**

**1. SERVICE REQUIRED**

This section should be completed by the **LETTING AGENT**

<b>CREDIT SEARCH</b> <input type="checkbox"/>		<b>FULL REFERENCE</b> <input type="checkbox"/>	
<b>EXECUTIVE 6 (6 mths)</b> <input type="checkbox"/>		<b>EXECUTIVE 6+ (Nil Excess –6 mths)</b> <input type="checkbox"/>	
<b>EXECUTIVE 12 (12 mths)</b> <input type="checkbox"/>		<b>EXECUTIVE 12+ (Nil Excess -12 mths)</b> <input type="checkbox"/>	

**2. LANDLORD AND PROPERTY DETAILS**

This section should be completed by the **LETTING AGENT**

Address of property to be let:		<input type="text"/>	
		Postcode:	
<input type="text"/>		<input type="text"/>	
Rent per month:	<input type="text"/>	Rental period:	<input type="text"/>
Prospective Landlord's name:		<input type="text"/>	
		<input type="text"/>	
Prospective Landlord's address:		<input type="text"/>	
		Postcode:	
<input type="text"/>		<input type="text"/>	
Landlord's phone & mobile numbers	<input type="text"/>		
<b>Two Copies of Tenant ID Taken:</b>	<input type="checkbox"/>	Tick Box to confirm ID Checked and Copies Held	
Is Tenancy Joint Application:	<input type="checkbox"/>	Name of 2 <sup>nd</sup> Applicant:	<input type="text"/>
If more than one Applicant – what is <b>this</b> applicant's share of the above rent per month?	£	<input type="text"/>	

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

Title:  First name(s):  Surname:

Current Address:

Postcode:

Date of Birth:  /  /  Period at address:  Years  Months

Telephone:  Mobile:  Email:

Residential Status: Property Owner  Council Tenant  Private Tenant  Family or Friends

National Insurance Number:

**Have you ever been issued with a county court judgement:** Yes  No

**Are you aware of any adverse credit history:** Yes  No

If YES please give details in Additional Information box 8

**Prospective moving in date:**  /  /

**Tenancy Period:** 6 Months  12 Months

**4. PREVIOUS ADDRESS HISTORY (LAST 3 YEARS)**This section should be completed by the **TENANT**

Please provide previous address(es) and dates attaching a separate sheet if necessary

Address 2:

Postcode:

Period at Address:  Years  Months

Address 3:

Postcode:

Period at Address:  Years  Months

**5. CURRENT LANDLORD OR LETTING AGENCY**This section should be completed by the **TENANT**

Name of Landlord or Letting Agency:

Address:

Postcode:

Telephone:  Mobile:

Fax:  Email:

**6. EMPLOYMENT DETAILS**This section should be completed by the **TENANT**

Employed:  Self Employed:  Unemployed:  Retired:  Student:  Starting Employment

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

Company Name:  Contact Name:

Address:

Postcode:

Telephone:  Fax:  Email:

Position Held:  Start Date:  /  /  Gross Salary  £

Is this position permanent: Yes  No  Payroll / Service / Pension Number:

**7. PREVIOUS EMPLOYMENT DETAILS**

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

If you have not worked in your current position for at least 12 months please provide details below.

(Attach a separate sheet if necessary)

Employed:  Unemployed:  Self Employed:  Student:  Other

Company Name:  Contact Name:

Address:

Postcode:

Telephone:  Fax:  Email:

Start Date:  /  /  End Date:  /  /

Position Held:  Gross Salary  £

**8. ADDITIONAL INFORMATION**

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

Are you a smoker: Yes  No

Do you have children? How Many?  Ages?

Do you have any pets? (specify)

How do you intend paying your monthly rental?  
(Salary/Pension/Sale of House/Benefits etc)

Use this space to provide any other information we may have requested:

**9. NEXT OF KIN**This section should be completed by the **TENANT**

Title:	<input type="text"/>	First name(s):	<input type="text"/>	Surname:	<input type="text"/>
Current Address:	<input type="text"/>				
					Postcode:
					<input type="text"/>
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>	Email:	<input type="text"/>
Relationship to Tenant? eg. Parent/Guardian etc	<input type="text"/>				

**NEXT OF KIN MUST NOT BE SPOUSE**

**10. BANK DETAILS**This section should be completed by the **TENANT**

Account in Name of:	<input type="text"/>		
Name of Bank:	<input type="text"/>		
Address:	<input type="text"/>		
Sort Code:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Account Number:	<input type="text"/>

**11. DECLARATION**This section should be completed by the **TENANT**

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objections being verified by fair and lawful means, which will involve contacting referees supplied. The results of Rentshield Direct's findings will be forwarded to the appointed Letting Agent and/or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Rentshield Direct may search the files of a credit reference agency which will keep a record of that search. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention. All information will be treated as confidential. We may offer you other products and services in the future. If you do not wish to receive them, please tick here

Applicant's Signature:  Print Name:

Date:  /  /

**TENANTS – HELP PROTECT YOUR DEPOSIT**

**WE CAN QUOTE FOR TENANTS CONTENTS INSURANCE, WHICH INCLUDES ACCIDENTAL DAMAGE AGAINST THE LANDLORDS FIXTURES AND FITTINGS.**

**IF YOU WOULD LIKE TO BE CALLED FOR A QUICK QUOTE, PLEASE TICK HERE**

**BEST TIME TO CALL:**