

PRIVATE TENANT APPLICATION FORM



PLEASE RETURN COMPLETED APPLICATION
FORM AS SOON AS POSSIBLE ALONG WITH TWO
FORMS OF I.D. (ONE MUST BE PHOTOGRAPHIC)

TO

BURNETT DAVIES LETTINGS
17 HIGH STREET, BARRY, CF62 7EA
TEL: 01446 737 255
enquiries@burnettdavieslettings.co.uk

- Please write clearly and legibly, in capitals, as this ensures that your reference form is easier to read.
- Email addresses and fax numbers are very helpful in speeding up the reference process so please supply these.
- **Please ensure you sign both consent forms which need to be returned to Burnett Davies Lettings as soon as possible.**
- Please contact your referees (employer, current landlord/ managing agency) to let them know you have requested a reference and giving them permission to disclose information to us.
- You **MUST** produce 2 original forms of ID one of which must be photographic and one with your current address. Copies will be taken and retained on our files.
- Please note if you are a foreign national you **MUST** provide us with original copies of any migrant/permits, an in date passport, worker registration certificates, indefinite leave to remain etc. Copies will be taken and retained on our files.

Other information

- You are expected to move in straight away (or if the property is tenanted within 7 days of the previous tenant vacating). If you wish to move in at a later date this should be agreed with us before the referencing procedure takes place. If a landlord agrees to hold the property for you past these dates then a non returnable deposit of one month's rent will be required to hold the property to the agreed move in date. This deposit will be payable after the referencing process has taken place and on sign up will be deducted from your sign up invoice. If there are references outstanding after 10 working days you may also be required to pay a non returnable deposit of one month's rent (if the landlord is in agreement) and you wish us to continue to hold the property for you. If you subsequently decide not to proceed with the letting this payment is not refundable.
- If you wish rent to be paid on a specific day of the month (i.e. 1st of each month) please advise us before you sign up so the contract can be amended otherwise the rent will be due on the same day each month as the date you move in. Please note this is a legal contract and we will be unable to amend the contract without preparing new documentation for which charges will apply.
- Agency fees –. You will be asked to pay the agency fee (in cash or by bank transfer) after we check and accept your application form (which must be completed in accordance with the points listed above) with accompanying I.D. Referencing cannot proceed until approval of your application and payment of the fee.
 - Fee of 1 weeks rent plus VAT.
 - Minimum fee of £180 (£150.00 plus VAT).
 - Joint tenants - if more than 1 applicant an extra £60 (£50.00 plus VAT) per person
 - Also if a guarantor is required an extra £60.00 (£50 plus VAT) per guarantor
 - All fees are non refundable should you withdraw from the letting or fail referencing.
- Move in costs (in cash or by bank transfer prior to the sign up)
 - First month's rent
 - Bond (usually one month rent) but some landlords charge more. Please check.

Dear Applicant

There are a few things you can do to ensure that your reference is completed as swiftly as possible.

GUIDANCE & INFORMATION

General

- Please ensure that you complete this form **FULLY** and **ACCURATELY**. If any of the information is found to be fraudulent in any way and this has been verified, the relevant authorities will be notified.
- Please sign the attached consent form which needs to be returned to FCC Paragon. You can also hand this to your referees (employer/accountant/current landlord/managing agent), this means that they will be expecting our call and that they will have your permission to disclose information to us
- Form must be legible and clear. **MUST** be completed in **BLUE** or **BLACK** ink
- Please supply email addresses and phone numbers for referees as these drastically speed up the referencing process
- Please ensure you have provided and checked all postcodes before submitting as this will also speed up the processing time

Applicant Details

- Title, Full Name and Aliases
- National Insurance Number and Nationality
- Marital Status
- Date of Birth
- Contact Telephone Numbers and Email Address
- Credit History

Address and Tenancy Details

12 months worth of addresses including if relevant:

- Current Address details inc postcode
- Current Landlord/Managing Agent details inc address, Referee contact details and landline/mobile number
- Previous Address details inc postcode
- Previous Landlord/Managing Agent details inc address, Referee contact details and landline/mobile number

Employment Details

Employment history including if relevant:

- Future Employment details inc address, Referee contact details and landline number - **MUST** be business number and email address
- Current Employment details inc address, Referee contact details and landline number - **MUST** be business number and email address
- Self Employed details inc company details and date self-employed from and to
- Accountant details inc contact name and details and landline number - **MUST BE CERTIFIED OR CHARTERED**
- Pension and other income details

Next of Kin

- Next of Kin Referee contact details (cannot be a joint tenant or referee already supplied on the form)

General Questions

- Past Rental History

Additional Details

- Other names or aliases and details (if relevant)
- Continuation of address details (if necessary)
- Any second income details (if relevant)

Proof of Residency/Identification

- To comply with legislation you are required to provide original copies of photographic identification and any relevant work permits and/or visas to your letting agent who will copy, certify and retain
- Please also supply proof of address by means of an official bill or bank statement dated within the last three months

Alternative Documentation

- In the event that we are unable to obtain an employment reference we may request alternative documentation to assess income

Thank you very much for your co-operation.

Full Tenant Reference Application

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. You may however request the name of the credit reference agency searched. An administration charge may be payable with application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

Please ensure that you complete this form fully and accurately. If any of the information is found to be fraudulent in any way and this has been verified, the relevant authorities will be notified.

IMPORTANT PLEASE READ THIS BEFORE COMPLETING

COMPLETE FORM IN FULL AND IN BLOCK CAPITALS
It is **VITAL** that all information requested is supplied. Missing information will result in this form **not** being processed.

NOT FOR USE WITH GUARANTORS
Use a Full Guarantor Reference Form.

Version 24

MISSING INFORMATION WILL RESULT IN DELAYS!
You **MUST** produce two original forms of ID one of which must be photographic which the Agent will copy and retain for their files.

FOR LETTING AGENTS USE ONLY

Agent Name Agency No.

Contact Name Service 48 Hour (3pm deadline) 24 Hour (12pm deadline) You must view and retain two forms of identification, one being photographic.

WARRANTY APPLICATION - AGENT USE ONLY

Do you require a Smart Rental Protection? **YES** **NO** **PLEASE NOTE ALL TENANTS ON THE TENANCY AGREEMENT MUST BE FULLY REFERENCED TO COMPLY WITH WARRANTY TERMS.**

Do you require a Smart Rental Protection + ? **YES** **NO** **PLEASE NOTE WARRANTIES CANNOT BE OFFERED ON OVERSEAS GUARANTORS**

Do you require a Superior Rental Protection? **YES** **NO** If 'yes' please choose a Superior Rental Protection period: **6 months** **12 months**

If the Superior Rental Protection is to replace an existing Superior product, please supply the current contract number:

Landlord Name Mobile No.

Address Landline

Phone No.

Landlord

Email

Postcode

We the above named agent warrant that we are appointed by the person name as the Landlord for the matters concerning the property whose details are set out in Section 1 below.

Signature of Agent	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 DETAILS FOR PROPOSED PROPERTY

Property Address

Postcode Management Type: Full Management Let Only Unknown

Property Type: Terraced Semi-Detached Detached Flat

Property Rent £ Applicant's Share of Rent per Month £ Proposed Tenancy Start Date / / Rental Period (in months) No. of Bedrooms

2 APPLICANT'S DETAILS

Title (Mr, Mrs etc) Male Female

Work Phone No.

First Name(s) Home Phone No.

Middle Name(s) YOU MUST SUPPLY YOUR MIDDLE NAME IF YOUR MIDDLE NAME IS PRESENTED ON YOUR VISA AND/OR ID DOCS. Mobile Phone No.

Surname

Marital Status

Maiden Name

Date of Birth / / Number of Dependants under the age of 18 who will be residing in the property.

N.I. Number

Is there more than one Tenant over the age of 18 moving into the property? YES NO

Are they to be referenced? YES NO

If YES, please supply name(s) below

Please note that a separate application is required per applicant if they are also to be referenced.

Are you known by any other names or aliases? YES NO

- If YES please provide the full name(s) below.

Please supply ages of all other dependants under the age of 18 years old.

Nationality

Email Address

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

F2555

Applicant Name

IDENTIFICATION DETAILS

You MUST show your original documents including Passport/Visa/Residency Permit to your Managing Agent/Landlord in support of this application who will make and retain copies. Failure to provide these documents may result in your application being delayed and or failed. If your visa or permissions to remain in the UK expire during your tenure, you MUST provide proof of renewal by the expiry date and no later. Failure to provide within the appropriate timescales may result in your being reported to the Home Office.

Passport Number

Bottom two lines from your passport
44 characters per line including chevrons '<'

Date Issued

Date Expired

OR National Identity Card Number

Application for UK/EU or EEA Nationals

Date Issued

Date Expired

Visa/Entry Clearance Number

Date Issued

Date Expired

Driving Licence Number

CREDIT HISTORY

Have you ever had adverse credit history which resulted in the issue of a County Court Judgement, Bankruptcy Order or an Individual Voluntary Arrangement?

YES

NO

IF YES PLEASE SUPPLY THREE YEARS OF ADDRESSES. PLEASE CONTINUE IN SECTION 7 IF NECESSARY.

If Yes please provide details

An Anti Money Laundering search may be carried out as part of our tenant reference checks.

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

F2555

Applicant Name

3.0 CURRENT ADDRESS AND TENANCY DETAILS

YOU MUST PROVIDE 12 MONTHS OF THE MOST RECENT ADDRESSES AND RENTAL DETAILS

Property Address

Postcode Period at Address Years Months

I am: Property Owner With Family/Friends Renting **Complete section 3.1** Other

3.1 CURRENT LANDLORD / LETTING AGENT OR COUNCIL IF COUNCIL TENANT / HOUSING ASSOCIATION

Referee Name Landline

Referee Address Mobile No.

Postcode Fax or Email

If you have been at the current address for less than 12 months complete section 3.2 otherwise proceed to section 4

3.2 PREVIOUS ADDRESS AND TENANCY DETAILS

I was: Property Owner With Family/Friends Renting Other

Previous Address

Postcode Period at Address Years Months

Referee Name

Referee Address

Postcode Phone No. Fax or Email

(if your landlord is abroad you MUST provide a fax or email address)

I was: Property Owner With Family/Friends Renting Other

Previous Address

Postcode Period at Address Years Months

Referee Name

Referee Address

Postcode Phone No. Fax or Email

(if your landlord is abroad you MUST provide a fax or email address)

4 EMPLOYMENT / INCOME DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

I am Retired	<input type="checkbox"/>	Proceed to section 4.5
Self Employed	<input type="checkbox"/>	Proceed to section 4.3
Unemployed	<input type="checkbox"/> Student <input type="checkbox"/>	Proceed to section 4.5
Employed	<input type="checkbox"/>	Proceed to section 4.2
Maternity/Paternity Leave	<input type="checkbox"/> From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/>	Proceed to section 4.2
If you are due to go on maternity leave during the term of this tenancy please complete the dates.		
Starting New Employment	<input type="checkbox"/>	Proceed to section 4.1

If you have a second job which you wish to be taken into account, please note ALL details in section 7.

To enable us to keep all pages of the application together please supply Applicants Name **Agent Number** **Applicant Name**

4.1 FUTURE EMPLOYMENT DETAILS MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name Employment Start Date / /

Company Address

Postcode Company Landline Phone No. Fax No.

Is the address given above your place of work? YES NO **If NO please provide details in Section 7**

Your Position Average Annual Salary
(If you do not receive a set salary, please provide us with an average salary over the last 12 months)

Referee Name /Department (must be authorised to confirm salary and provide a reference) Referee Company Email
(if your employer is abroad you MUST provide a fax or email address)

Referee Position

Employment **Temporary** **Permanent** **Fixed Term Contract** **Bank Staff / Zero Hour Contract**

If employed on a Fixed Term Contract, please specify duration Please note if you are in temporary employment or have a fixed term contract a guarantor may be required. **Proceed to section 4.2**

4.2 CURRENT EMPLOYMENT DETAILS MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name Employment Start Date / /

Company Address

Postcode Company Landline Phone No. Fax No.

Your Position Staff Payroll No.

Is the address given above your place of work? YES NO **If NO please provide details in Section 7**

Referee Name /Department (must be authorised to confirm salary and provide a reference) Average Annual Salary
(If you do not receive a set salary, please provide us with an average salary over the last 12 months)

Referee Position

Employment **Temporary** **Permanent** **Fixed Term Contract** **Bank Staff / Zero Hour Contract**

If employed on a Fixed Term Contract, please specify duration (if your employer is abroad you MUST provide a fax or email address)

4.3 SELF EMPLOYED DETAILS MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Please provide your most recent consecutive 6 months personal bank statements.

Self Employed From / /

Business Type

Website Address

Email Address

Are you: Sole Trader Partner Director Share Holder Private Ltd Company Public Ltd Company

Company Reg. Number VAT Registration Number

Date of Incorporation

Do you have an Accountant? YES NO **If YES proceed to section 4.4** Your Income per Annum £

(If you have been self employed for less than 12 months you will need to provide your most recent 6 months personal bank statements)

To enable us to keep all pages of the application together please supply Applicants Name	Agent Number	F2555	Applicant Name
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4.4 ACCOUNTANT'S DETAILS MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name		Contact Name	
Address			
Postcode	Business Landline Phone No.	Fax No.	
Email			
Is your Accountant:		Chartered <input type="checkbox"/>	OR Certified <input type="checkbox"/>
		Registered Number (if known)	

If your Accountant is not chartered or certified please provide your recent 6 months personal bank statements.

How long has your accountant been appointed for?	(If your completed accounts are more than 6 months old, up to date draft accounts will be required or most recent 6 months personal bank statements)
Which month were last accounts completed?	

4.5 PENSION AND OTHER INCOME DETAILS

Please state any additional income you would like us to take into account below:		If you are receipt of any of the below benefits, please provide your recent award letter from the Department of Work and Pensions/HM Revenue and Customs. (We don't accept child benefit or housing benefit)
Total Savings	£	Please provide your most recent savings statement(s)
Total Investments	£	Please provide your most recent investment letter/statement(s)
Total Bonds	£	Please provide your most recent bonds certificate(s)
Total income received from property sale	£	Please provide your most recent savings statement/bank statement showing the funds from the sale of the property
Total annual income received from Pensions	£	Please provide one of the following for each pension you have: • Most recent pension statement • Most recent pension P60 • Most recent bank statement
Total annual income received from property rentals	£	Please provide your most recent consecutive 6 months personal bank statements and the signed tenancy agreement
		Weekly income received from the following (if applicable):
		Working tax credits
		Disability living allowance
		Incapacity benefit
		Carers allowance

Please attach the relevant documentation or send via email to references@fccparagon.com or fax to 0844 375 9607 ensuring you specify your full name and date of birth. As a last resort please post to us using the address detailed below.

5.0 NEXT OF KIN (or Character Referee if Next of Kin is anyone in relation to this property or your spouse)

Name		Fax or Email	
Address			
Postcode	Landline Phone No.	Mobile Phone No.	

6.0 GENERAL QUESTIONS

Have you ever been evicted from a property? YES NO

If yes please give details

Who is your current Broadband/TV/Phone supplier? Sky Talk Talk BT Virgin Media Other

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

F2555

Applicant Name

7.0 ADDITIONAL DETAILS IF APPLICABLE

To avoid delays in your reference application, please make sure that you have fully completed this form before submitting it to your letting agent. Incomplete forms will be rejected and will take longer to process.

Please let your referees know that FCC Paragon will be contacting them to obtain a reference.

PLEASE ENSURE THAT YOU COMPLETE THIS FORM FULLY AND ACCURATELY. IF ANY OF THE INFORMATION IS FOUND TO BE FRAUDULENT IN ANY WAY AND THIS HAS BEEN VERIFIED, THE RELEVANT AUTHORITIES WILL BE NOTIFIED.

8 DECLARATION

THIS FORM IS TO BE SIGNED BY THE APPLICANT ONLY

I confirm that the information supplied is to the best of my knowledge and belief, true. I understand that this information will be verified by fair & lawful means, and that it will be used in the administration of the tenancy agreement, should my application be successful. This information may be verified against some or all of the following: referees supplied on this form, a credit referencing agency and call enhanced search via a 3rd party, who will keep a record of the search, any other relevant internal or external databases, or any other information in support of this application supplied to you for the purpose of my application. In the event that I remain in the property, or as a guarantor if applicable, past the agreed initial tenancy period, I understand that it may be necessary to perform a subsequent credit search or necessary bank validation checks.

I hereby authorise all referees supplied and/or any other which are highlighted during your investigations, to provide the requested information such as income, length of employment etc. FCC Paragon may use the information if there is a complaint or legal challenge relevant to this process. Details may be held for the purpose of debt tracing if applicable, relevant to this tenancy. Future applications being referenced by Paragon will access this information. FCC Paragon may contact you to offer insurance cover. FCC Paragon may pass some or all of the information collected for this application to the Managing Agent/Landlord. It may also pass certain information to 3rd Parties to prevent or detect crime such as fraud or in other ways as permitted by law. All information will be treated as confidential. It is an offence to falsify any information provided on your application form. I understand that if any information within this application is found to be untrue following the tenancy agreement being granted, this may be grounds to terminate said tenancy.

Important - Use of your information

We may contact you by email or phone with information about products which may be of interest to you. We may pass your details to other selected businesses/companies within our group of companies to send you information about their products. You have the right at any time to stop us contacting you or giving your details to others for these purposes; if you wish us to stop you must tick the box to opt out.

You must supply two forms of original ID to your Landlord/Letting Agent, one of which must be photographic. If you are a foreign national this must be a passport and all accompanying documentation which allows you to live and work in the UK.

If you are completing this electronically, you must complete your name below (handwritten applications must be signed) This confirms you have read the declaration and agree to us processing your personal information. By signing this application form you are agreeing to the above being processed in accordance with the Data Protection Act.

Applicant's Signature

Print Name

Date

Consent Form

I authorise FCC Paragon to carry out all necessary background and financial checks to verify the information I have submitted on my application form. By signing this consent form I authorise them to make the relevant enquiries and take references to validate the information I have provided.

I authorise FCC Paragon to use the information obtained to compile a report and provide the results directly to the Letting Agent and/or Landlord who I have applied for a tenancy with. I understand that the information obtained will be retained, stored and used by FCC Paragon in accordance with the Data Protection Act.

Applicant's Signature _____

Print Full Name _____

Date _____

Letting Agents Reference _____

To help speed up the referencing process you can hand this to your referees (employer/accountant/current landlord/managing agent), this means that they will be expecting our call and that they will have your permission to disclose information to us.

Please sign this Consent Form and return to FCC Paragon on the details below:

Email - reference.fax@fccparagon.com

Or Fax - 0844 375 9607

Thank you very much in advance for your co-operation.

ADDITIONAL INFORMATION - please ensure that all boxes are completed fully

Miss/Mrs/Ms/Mr _____ Surname: _____ First Name: _____
Nationality: _____ email: _____

OTHER DETAILS: Reason for moving _____

Who will be living at the property (full names) _____

Number of children (residing at the property): _____ Ages _____ M/F _____ M/F _____ M/F _____ M/F

Smoker? Yes or No (please circle) Pets? (please specify) _____

DO YOU HAVE ANY COUNTY COURT JUDGMENTS? YES or NO if yes please give details on separate sheet

WILL YOU BE CLAIMING HOUSING BENEFIT YES or NO

NEXT OF KIN: (Cannot be a member of the family that will be residing with you)

Full Name: Mr / Mrs/ Miss/ Ms _____

Address: _____ Postcode _____

Tel No: (_____) _____ Mobile _____

*Email: _____ Relationship to you: _____

Property application for: _____

Agreed rent: £ _____ Agreed bond: £ _____ Preferred move in date: _____

I the undersigned, declare that the information given to be both accurate and complete. I authorize Burnett Davies Lettings acting as agents for the landlord to make such enquiries as are necessary to determine my suitability as a prospective tenant. I also undertake immediately to notify Burnett Davies Lettings of any alterations of circumstances that may occur during the processing of this application. I agree to pay Burnett Davies Lettings a non returnable fee of £180.00 (inc VAT) for 1 applicant and an additional fee of £60.00 (inc VAT) per additional applicant or guarantor.

Signed: _____ Date: _____

PLEASE RETURN APPLICATION FORM TO **BURNETT DAVIES LETTINGS, 17 HIGH ST, BARRY, CF62 7EA**

IN ORDER FOR US TO PROCESS THIS APPLICATION YOU MUST PROVIDE TWO FORMS OF IDENTIFICATION, ONE OF WHICH MUST BE PHOTOGRAPHIC