



REFERENCING SERVICE
UNEMPLOYED / HOUSING BENEFIT & GUARANTOR APPLICATION

1502330

DMJ Properties Ltd
50 Gorsey Lane Padgate
WA1 3PS

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:

Is this address: Private Residence Hotel / Hostel Room Only

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:

Has the applicant completed all the necessary benefit application forms? Yes No

Have you or the applicant obtained a pre-tenancy determination? Yes No

Does this pre-tenancy determination equate to at least 85% of the rent for this property? Yes No

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.



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3. CURRENT & PREVIOUS ADDRESS(ES) OF THE PROSPECTIVE

TENANT

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

Current Address:

Postcode:

Period at address: Years Months

If you have been living at the current address for less than three years, please give details of your previous addresses.
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

Address 3:

Postcode:

Period at address: Years Months

4. CURRENT ESTATE AGENT/LANDLORD/MANAGING AGENT

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

Name of Estate Agent/Landlord/Managing Agent (delete as appropriate):

Address:

Postcode:

Telephone (day): Telephone (evening):

Fax: Email:

5. 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.

Marital Status: Single Married Divorced / Separated Other

Are you a smoker? Yes No National Insurance Number:

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:



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6. GUARANTOR DETAILSThis section should be completed by the **GUARANTOR**

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>					
Other Name(s):	<input type="text"/>			Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Telephone:	<input type="text"/>		Mobile:	<input type="text"/>						
Email:	<input type="text"/>									
Residential Status:	Property Owner	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>	Private Tenant	<input type="checkbox"/>	Living with Friends/Relatives	<input type="checkbox"/>		
Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders?										
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.										
							Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7. CURRENT & PREVIOUS ADDRESS(ES) OF THE GUARANTORThis section should be completed by the **GUARANTOR**

Current Address:	<input type="text"/>				
	<input type="text"/>			Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Period at address:	<input type="text"/>	Years	<input type="text"/>	Months	
Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary					
Address 2:	<input type="text"/>				
	<input type="text"/>			Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Period at address:	<input type="text"/>	Years	<input type="text"/>	Months	

8. GUARANTOR'S EMPLOYMENTThis section should be completed by the **GUARANTOR**

Employed	<input type="checkbox"/>	Self-Employed	<input type="checkbox"/>	Please provide Accountant's details, or 3 years worth of SA302s or CIS Vouchers	On Contract	<input type="checkbox"/>	Retired	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	Student	<input type="checkbox"/>		Independent Means	<input type="checkbox"/>	Proof required if this box is ticked	
Details of current Employer / Pension Administrator / Accountant (delete as appropriate)								
Company Name:	<input type="text"/>			Contact Name:	<input type="text"/>			
Address:	<input type="text"/>							
	<input type="text"/>			Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Telephone:	<input type="text"/>		Fax:	<input type="text"/>				
Email:	<input type="text"/>							
Gross Salary / Pension / Drawings:	£	<input type="text"/>	per annum					
Payroll / Service / Pension Number:	<input type="text"/>							
Position Held:	<input type="text"/>			Start Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Is this position permanent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Will your employment change before the proposed tenancy starts?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If YES, please detail on a separate sheet			



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9. 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:

10. ADDITIONAL INFORMATION This section should be completed by the **TENANT & GUARANTOR**

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

11. 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 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 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 or 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 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)