

Dear Applicant, there are a few things you can do to ensure that your reference is completed as swiftly as possible.

GUIDANCE & INFORMATION

Use of Your Information

- Please see our Privacy Statement to find how we use, process and hold your data.

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 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