



# Full Tenant Reference - Tenancy 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.

**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 Guarantors Form.

**Version 017**

**MISSING INFORMATION WILL RESULT IN DELAYS!**

**FOR LETTING AGENTS USE ONLY**

Agent Name  Agency No

Contact Name  Service 24 Hour  48 Hour  We strongly recommend that you view and retain two forms of identification, one being photographic.

Landlord Name  Mobile No

Address  Phone No

Post Code

**RENT PROTECTION & LEGAL EXPENSES WARRANTY - AGENT USE ONLY**

Do you require a Rent Protection and Legal Expenses Warranty?  6 Months  12 Months  NO

Do you require a Section 21 Warranty?  6 Months  12 Months  NO

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**PLEASE NOTE THAT A RENT PROTECTION & LEGAL EXPENSES WARRANTY CANNOT BE OFFERED ON OVERSEAS GUARANTORS**

**1 DETAILS FOR PROPOSED PROPERTY**

Property Address

Postcode  Property Type: Terraced  Semi-Detached  Detached  Flat

Property Rent per month £  Applicant Share of Rent P/M £  Tenancy Start / / Rental Period (in months)  No. of Bedrooms

**2 APPLICANT'S DETAILS**

Title (Mr./Mrs etc)  Male  Female

First Name(s)

Middle Name(s)

Surname

Marital Status

Maiden Name

Date of Birth / / Number of dependants

N.I Number

Work Phone No  Home Phone No  Mobile Phone No

Email Address

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)

**Please supply ages of all other dependants under 18 years old in the additional information section on page 3.**

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

**2.1 CREDIT HISTORY**

Have you ever been issued with a county court judgement (CCJ)? YES  NO

Are you or any intended occupants aware of any adverse credit history? YES  NO

If Yes please provide details

A money laundering search may be carried out as part of our tenant reference checks

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

**3 CURRENT ADDRESS & TENANCY DETAILS**

Property Address

Postcode  Period at Address  Years  Months

I am: Property Owner  With Family/Friends  Renting  **Complete section 3.1** Other  **If Other, please provide details below**

**3.1 CURRENT LANDLORD / LETTING AGENT OR COUNCIL IF COUNCIL TENANT**

Name  Phone No

Address  Mobile No

Address cont. inc Post Code  Fax or Email

**3.2 PREVIOUS TENANCY AND LANDLORD DETAILS**

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

I was: Property Owner  With Family/Friends  Renting  Other  **If Other, please provide details below**

Previous Address  Period at Address    MM/YY

Landlord Name

Landlord 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  **If Other, please provide details below**

Previous Address

Period at Address  Years  Months

Landlord Name

Landlord 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  **Please supply details of pension or other income. Please attach relevant forms and proceed to section 5**

Self Employed  **Proceed to section 4.5** Unemployed  Student  **Proceed to section 5**

Employed  \*Starting New Employment  \* If you tick this you **must** complete both sections 4.1, 4.2 & if applicable 4.4 If you have a second current employment or regular income which you wish to be taken into account, please note ALL details in Section 8

**4.1 FUTURE EMPLOYMENT DETAILS**

Company Name  Commencement Date

Address

Postcode  Landline Phone No  Fax

Position  Annual Salary  £

Contact Name (must be able to confirm salary)  Company Contact Email

Employment Temporary  Permanent  Contract

Please note if applicant is on temporary employment with no fixed term contract a guarantor may be required.

**Proceed to section 5**

**4.2 CURRENT EMPLOYMENT DETAILS**

Company Name  Commencement Date   
 Address   
 Postcode  Landline  Fax or Email   
(if your employer is abroad you MUST provide a fax or email address)  
 Position Held  Annual Salary £   
 Contact Name  Company   
(must be able to confirm salary) Contact Email   
 Employment **Temporary**  **Permanent**  **Contract**  Staff Payroll No   
 Please note if applicant is on temporary employment with no fixed term contract a guarantor may be required. Please supply full employment details for the last 12 month including any periods of unemployment **We MUST have a full 6 month employment history or your reference will be rejected. Please continue in 'Additional Details' if necessary.**

**4.3 PREVIOUS EMPLOYMENT / INCOME DETAILS** MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Self Employed  Unemployed  Student  **Proceed to section 5**  
 Employed Full Time  Employed Part Time  **Proceed to section 4.4**

**4.4 PREVIOUS EMPLOYMENT DETAILS**

Company Name  Commencement Date   
 Address   
 Postcode  Landline Phone No  Fax   
**Proceed to section 5**

**4.5 ACCOUNTANT'S DETAILS**

Name  Contact Name   
 Address  Postcode   
 Landline Phone No  Fax or Email  Applicant's income P/A   
 Are you **A Sole Trader**  **Partner**  **Director**  **Shareholder**   
**If you complete your own self assessment, please supply copies or 6 months personal bank statements or copies of your verified tax returns**

**5 CHARACTER REFERENCE (This must not be a relative or a referee already supplied on this form)**

Name  Relationship   
 Address   
 Postcode  Phone No  Fax or Email

**6 NEXT OF KIN (Excluding Spouse)**

Name  Email   
 Address   
 Postcode  Landline Phone No  Mobile Phone No

**7 GENERAL QUESTIONS**

Have you ever been evicted from a property? YES  NO   
 If yes please give details   
 Have you at any time had a deposit in whole or part withheld? YES  NO   
 If yes please give details

**8 ADDITIONAL DETAILS WHERE REQUIRED**

**IMPORTANT**

YOU MAY NEED CONTENTS INSURANCE COVER AS PART OF YOUR ASSURED SHORTHOLD TENANCY AGREEMENT. IF THIS IS NOT COMPULSORY WE STILL RECOMMEND THAT YOU TAKE OUT ADEQUATE COVER TO PROTECT THE PROPERTY CONTENTS.

Please find below set rates for Tenants Contents Insurance

Contents Limit	Standard cover	Inc Accidental Damage
£5,000	£80.00	£105.00
£10,000	£100.00	£130.00
£15,000	£120.00	£155.00
£20,000	£140.00	£180.00
£20,000+	Please call Paragon Advance on 0870 389 9604	Please call Paragon Advance on 0870 389 9604

**CALL PARAGON ADVANCE FOR A NO OBLIGATION QUOTATION ON:  
0870 389 9604**

ALTERNATIVELY WE CAN CALL YOU, PLEASE PROVIDE THE BEST PHONE NUMBER TO CONTACT YOU ON

PARAGON ADVANCE ARE AUTHORISED AND REGULATED BY THE FINANCIAL SERVICES AUTHORITY.  
OUR FIRM REFERENCE NUMBER IS 304595.

**9 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 have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of FCC Paragon'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 FCC Paragon may search the files of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing. In the event that I remain in this property past the initial tenancy agreement period, I understand that it may be necessary to perform subsequent credit searches. All information will be treated as confidential. If this form is completed electronically, the applicants signature is not required, however they must complete their name in section 8. This confirms that they have read the declaration and agree to us processing their personal information. This does not apply to handwritten applications which must be signed by the applicant. We may from time to time offer you other products and services in the future, please tick here if you do not wish to receive them.

Applicant's Signature

Print Name

Date

We strongly recommend that you provide two forms of identification, one being photographic.

## APPLICATION FORM: GUIDANCE & INFORMATION

**IMPORTANT - Please ensure all of the below is on the application form before submitting.**

- ✓ Property details (including house number), with postcode.
- ✓ Rent per month.
- ✓ Tenancy start date, (cannot be more than 45 days in advance).
- ✓ Applicant's full name and date of birth.
- ✓ 12 months of addresses and period at address.
- ✓ 12 months of living arrangements, including all contact details for managing agents / landlords (can accept mobile numbers).
- ✓ 6 months of employment details, including land-line contact numbers. We do not accept mobile numbers for financial references.
- ✓ If self-employed: Accountant contact details, including a land-line number. We will not accept accounts from a non-chartered accountant and where details supplied are not on chartered accountant's headed stationary. As an alternative we will accept 6 months of the most recent personal bank statements or a verified tax return form.
- ✓ If Rent Warranty is required every tenant and guarantor must be fully referenced.
- ✓ Sign declaration and date.
- ✓ Form must be legible and clear.
- ✓ Letting agent name completed.
- ✓ Complete in blue or black ink.
- ✓ When completing employment details it can speed up the process if you supply a payroll number (if applicable).
- ✓ Please ensure that you have validated all postcodes you supply as this will also speed up processing times. ([www.postcodeanywhere.com](http://www.postcodeanywhere.com))
- ✓ Proof of Residence: We need 2 copies of a utility bill or bank statements.
  - 1 to be dated within the last 4 weeks.
  - 1 to be dated between a 3-6 month period.
- ✓ If your employer is going to be unavailable or you would like to speed this process up we can accept the following alternatives:
  - P60 with your MOST recent payslip (if employed over 1 year) or
  - Your employment contract with your MOST recent payslip (if employed 6 month plus) or
  - Your offer letter of employment (if starting new employment) or
  - Your contract of employment (if employed within the last month)
- ✓ If you are employed by the government (police, teachers etc) we will accept your MOST recent payslip

All of the above information is compulsory.

If not completed correctly it can result in delay or even Rejection.