



CROFTERS

PROPERTY SERVICES

TENANT APPLICATION TO RENT FURNISHED OR UN-FURNISHED PROPERTY

Please Complete All Sections as Fully As Possible

Address Of Property Required

Full Name (s) Of Tenants

Rent Payable £..... Date Required 6 or 12 Months

Do You Own Any Animals? YES / NO If So What Kind

Does Anyone In Your Household Smoke YES / NO

Do You Have Any Children Living Permanently With You YES/NO If So Please Give Ages

All applications must be signed and return to us with a referencing fee of £75.00 inc vat per person (or £100.00 if a Guarantor is required) before it is possible for us to process the application. Please note that should your tenancy be refused for any reason or you withdraw your interest in the property after this form has been returned together with the appropriate fee refunds will not be given.

In view of the confidential information required we regret to inform you that no explanation may be given if we are unable to offer you the tenancy you require

IMPORTANT PLEASE NOTE!!

All Applicants /Guarantors Must Provide Photographic Proof Of Identity: i.e. Current Passport, Part 1 of the new style driving license etc.

I understand that if I withdraw my application or my references are found not to be acceptable at any time once these forms have been submitted, the fee charged for the enquiries will not be refunded. I further understand that if I withdraw from my application for this tenancy at anytime after a tenancy commencement date has been agreed that I will reimburse Crofters Property Services a fee of £70.00 + vat in addition to the reference fee paid to cover the cost of preparation of Tenancy Documentation.

Signed Print Name Date



46 Rainsford Road, Chelmsford, Essex, CM1 2XB.
Tel: (01245) 495388 Fax: (01245) 496507
mail@croftersproperty.co.uk Website: www.croftersproperty.com





Dear Applicant

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

- Please write clearly and legibly, in capitals, as this ensures that your reference form is easier to read.
- E-mail address and fax numbers are very helpful in speeding up the reference process, so please supply these wherever possible, where they are not a required mandatory field.
- **Please sign the attached letter and hand this to your employer or accountant.** This means that they will be expecting our call and that they will have your permission to disclose information to us.
- There is also a letter for your current landlord/managing agent to advise them that FCC Paragon will be contacting them about your reference. Again, this means that they will be expecting our call and have permission to disclose information to us.
- You **MUST** produce two original forms of ID one of which must be photographic which the Agent will copy and retain for their files.
- Please note that if you are a foreign national you **MUST** provide your letting agent with original copies of any migrant/permits, worker registration certificates, indefinite leave to remain etc. The letting agent must then retain a certified copy of the original on their files.

Thank you very much for your co-operation.

FCC Paragon

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.

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 20.1

MISSING INFORMATION WILL RESULT IN DELAYS!

If your applicant is a foreign national you are strongly advised to validate an original copy of all work permits, visas, passports and other necessary documentation and retain a copy for your records.

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
 Do you require a Smart Rental Protection + ? YES NO
 Do you require a Superior Rental Protection? YES NO
 PLEASE NOTE ALL TENANTS ON THE TENANCY AGREEMENT MUST BE FULLY REFERENCED TO COMPLY WITH WARRANTY TERMS.
 PLEASE NOTE WARRANTIES CANNOT BE OFFERED ON OVERSEAS GUARANTORS
 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.

 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
 Tenant Name Reference Number C

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 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 details.

Work Phone No.
 Home Phone No.
 Mobile Phone No.

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

Nationality Please complete regardless of nationality

If you are from outside the EU or from Romania/Bulgaria please provide details of what documentation you have to live/work in the U.K.

(You MUST produce original documents to your Agent who will copy)
 Email Address

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

Agent Number

Applicant Name

2.1 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.

3.0 CURRENT ADDRESS & 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

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

Proceed to section 4.5

Self Employed

Proceed to section 4.3

Unemployed

Student

Proceed to section 4.5

Employed

Proceed to section 4.2

Maternity/Paternity Leave

What date are you returning to work from maternity leave?

Proceed to section 4.2

Starting New Employment

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 <input type="checkbox"/> NO <input type="checkbox"/> If NO please provide details in Section 7			
Your Position		Average Annual Salary	
Referee Name /Department	<small>(must be authorised to confirm salary and provide a reference)</small>	(If you do not receive a set salary, please provide us with an average salary over the last 12 months)	
Referee Position		Referee Company Email	
Employment	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/>	(if your employer is abroad you MUST provide a fax or email address)	
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 <input type="checkbox"/> NO <input type="checkbox"/> If NO please provide details in Section 7			
Referee Name /Department	<small>(must be authorised to confirm salary and provide a reference)</small>	Average Annual Salary	
Referee Position		(If you do not receive a set salary, please provide us with an average salary over the last 12 months)	
Employment	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/>	Referee Company Email	
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	/ /	Company Name	
Business Type		Company Address	
Website Address			
Email Address		Postcode	
Are you:		VAT Registration Number	
Sole Trader <input type="checkbox"/>	Partner <input type="checkbox"/>	Director <input type="checkbox"/>	Share Holder <input type="checkbox"/>
		Private Ltd Company <input type="checkbox"/>	Public Ltd Company <input type="checkbox"/>
Company Reg. Number		Date of Incorporation	
Do you have an Accountant? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES proceed to section 4.4	Your Income per Annum	£

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?			
Which month were last accounts completed?			

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

Agent Number

Applicant Name

4.5 PENSION AND OTHER INCOME DETAILS

Please state any additional income you would like us to take into account below:

Total Savings	<input type="text" value="£"/>	Please provide your most recent savings statement(s)
Total Investments	<input type="text" value="£"/>	Please provide your recent investment letter/statement(s)
Total Bonds	<input type="text" value="£"/>	Please provide your recent bonds certificate(s)
Total income received from property sale	<input type="text" value="£"/>	Please provide your most recent savings statement/bank statement showing the funds from the sale of the property
Total annual income received from Pensions	<input type="text" value="£"/>	Please provide one of the following for each pension you have: • Recent pension statement • Recent pension P60 • Recent bank statement
Total annual income received from property rentals	<input type="text" value="£"/>	Please provide your most recent consecutive 6 months personal bank statements and the signed tenancy agreement.

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.

Weekly income received from the following (if applicable):

Working tax credits	<input type="text" value="£"/>
Disability living allowance	<input type="text" value="£"/>
Incapacity benefit	<input type="text" value="£"/>
Carers allowance	<input type="text" value="£"/>

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	<input type="text"/>	Fax or Email	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Landline Phone No.	<input type="text"/>
		Mobile Phone No.	<input type="text"/>

6.0 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

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

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.

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 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. FCC Paragon may conduct a Money Laundering search with the same credit referencing agency. I understand that if any information within this application is found to be untrue it may be grounds for termination of the tenancy.

I agree that the information I provide on this form and obtained from other relevant sources will be used to process my application for the tenancy. If I succeed in this application and take up the tenancy I understand that the information will be used in the administration of that Tenancy Agreement, both internally and via external agencies, for example handling references. 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 and Money Laundering searches. I hereby authorise my employer/accountant/pension administrator to provide details of my earnings and dates of employment to FCC Paragon for the purposes of completing this reference.

FCC Paragon may also use the information if there is a complaint or legal challenge relevant to this process. Details may be held for occasional debt tracing. FCC Paragon may check the information is collected with third parties or with other information held by them. FCC Paragon may also use or pass to certain third parties information to prevent or detect crime, such as fraud, or in other ways as permitted by law. FCC Paragon may contact you to offer insurance cover.

All information will be treated as confidential. If you are completing this electronically, you must complete your name in section 8. This confirms that you have read the declaration and agree to us processing your personal information. This does not apply to handwritten applications which must be signed by the applicant.

By signing the application form, FCC Paragon will assume that you agree to the processing of sensitive personal data (as described above) in accordance with the Data Protection Act. It is an offence to falsify any information provided on your application form.

You have a right to know how we will use your personal information. It is important that you should read the "Use of your information" notice before signing.

Important - Use of your information

We may contact you by email or telephone with information about products which may be of interest to you. We may pass your details to other (selected businesses/companies of our group) to send you information about their products. You have a right at any time to stop us from contacting you or giving your details to others for these purposes. If you wish us to stop you may write to our department at 4, 5 & 6 Quay Point, Northharbour Road, Portsmouth, Hampshire, PO6 3TD or please tick the box.

Applicant's Signature

Print Name

Date

You must provide two forms of identification, one being photographic, to your letting agent.

APPLICATION FORM: GUIDANCE & INFORMATION

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

- ✓ **General**
 - Form must be legible and clear and completed in blue or black ink
 - Letting Agent details completed and Warranty selected
 - Sign declaration and date
 - If a Smart Deposit Solution is required, please ensure you complete a Smart Deposit Solution application form
 - Please supply fax numbers and email addresses for referees where possible 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
- ✓ **Section 1 - Details for Proposed Property**
 - Property address and postcode
 - Rent per month
 - Tenancy start date
 - Rental period (in months)
- ✓ **Section 2 - 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
 - Email address
- ✓ **Section 3 - 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 number
 - Previous Address details inc postcode
 - Previous Landlord/Managing Agent details inc address, Referee contact details and landline number
- ✓ **Section 4 - Employment Details**
 - Employment history including if relevant:
 - Future Employment details inc address, Referee contact details and landline number
 - Current Employment details inc address, Referee contact details and landline number
 - Self-Employed details inc company details and date self-employed from and to
 - Accountant details inc contact name and details and landline number
 - Pension and other income details
- ✓ **Section 5 - Next of Kin**
 - Next of Kin Referee contact details (cannot be a joint tenant or referee already supplied on the form)
- ✓ **Section 6 - General Questions**
 - Past rental history
- ✓ **Section 7 - 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**
 - Your agent will require two copies of an original, dated utility bill, bank statement or any other dated official document that has been sent to your address within the dates given below
 - One dated within the last four weeks
 - One dated between the last three to six months
- ✓ **Alternative documentation**
 - In the event that we are unable to obtain an employment reference we may request alternative documentation to assess income



IMPORTANT MESSAGE FOR APPLICANT -

PLEASE COMPLETE AND PASS TO RELEVANT REFEREE

Dear Employer/Accountant,

FCC Paragon, one of the leading Tenant Referencing companies in the UK, has been requested to complete an assessment regarding one of your employees/clients.

To assist us with our assessment we will be carrying out some background and financial checks. Part of these checks involves confirming their financial details.

Below you will find a signed declaration from your employee/client, giving their permission for you to supply the information required.

I hereby consent to my employer or accountant to provide FCC Paragon with the information they require to process my application.

Applicant's Signature _____

Print Name _____

Date _____

Letting Agent Reference _____

One of our reference handlers will contact you soon in order to take a verbal financial reference, although a hard copy of the reference will still be requested.

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

FCC Paragon



IMPORTANT MESSAGE FOR APPLICANT -

PLEASE COMPLETE AND PASS TO RELEVANT REFEREE

Dear Managing Agent/Landlord,

FCC Paragon, one of the leading Tenant Referencing companies in the UK, has been requested to complete an assessment regarding one of your tenants.

To assist us with our assessment we will be carrying out some background and financial checks. Part of these checks involves confirming their accommodation details.

Below you will find a signed declaration from your tenant giving their permission for you to supply the information required.

I hereby consent to my Managing Agent or Landlord to provide FCC Paragon with the information they require to process my application.

Applicant's Signature _____

Print Name _____

Date _____

Letting Agent Reference _____

One of our reference handlers will contact you soon in order to take a verbal accommodation reference, although a hard copy of the reference will still be requested.

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

FCC Paragon