

# Full Reference Application Form

Please return this form to Walton and Allen Estate Agents Ltd. Asterisks (\*) indicate a field is mandatory.

## Agency Details

Letting Agent Name \*

Walton and Allen Estate Agents Ltd

Letting Agent ID \*

6234

## Property Details

Abode \*

Building/House Number \*

Building/House Name \*

Address Line 1 \*

Address Line 2 \*

Town \*

County \*

Postcode \*

Total Monthly Rent \*

## Tenancy Details

Start Date of Tenancy (dd/mm/yyyy) \*

Length of Tenancy (months) \*

Share of Rent \*

## Applicant's Contact Details

Title (e.g. Mr, Mrs, etc.) \*

First Name \*

Middle Name \*

Last Name \*

Previous Full Name (if your name has changed in the last 12 months)

Date of Birth (dd/mm/yyyy) \*

Telephone Number \*

Mobile Number \*

Email Address \*

## Applicant's Details

Marital Status \*

Do you Smoke? \*

Do you have Pets? \*

Any recent Arrears or Adverse Credit? \*

If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.

## Applicant's Current Address Details

Abode \*

Building/House Number \*

Building/House Name \*

Address Line 1 \*

Address Line 2 \*

Town \*

County \*

Postcode \*

What is your current residency position? If 'Tenant', please complete the section titled 'Landlord / Agency Details' below.

Tenant

Owner

Live with Parents

Family / Friends

## Landlord / Agency Details of your Current Address

Abode \*

Building/House Number \*

Building/House Name \*

Address Line 1 \*

Address Line 2 \*

Town \*

County \*

Postcode \*

Name of Landlord / Letting Agent \*

Contact Email Address \*

Contact Telephone Number \*

Title (e.g. Mr, Mrs, etc.)

Contact First Name \*

Contact Last Name \*

## Source of Income

Employed (PAYE)	Self-Employed	Investments / Savings	Benefits	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Employer / Accountant Name *		Annual Income Amount *		
<input type="text"/>		<input type="text"/>		
Position / Role		Time With Employer		
<input type="text"/>		<input type="text"/>		
Title (e.g. Mr, Mrs, etc.)	Contact First Name *	Contact Last Name *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Primary Contact Number *	Secondary Contact Number	Contact Email *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Comments / Further Information (if you have further income sources, please specify these on the next sheet)				
<input type="text"/>				

## Identification

National Insurance Number *	Identification Type (e.g. passport, driving license, etc)	Identification Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Account Number	Bank Account Sort Code	
<input type="text"/>	<input type="text"/>	

## Authorisation

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further agree that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I expressly acknowledge that Rent4sure Limited is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Limited and I agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998. I do / do not want Rent4sure Limited passing my contact details to third parties including Intasure Limited, RGA Underwriting Limited and ARC Legal Assistance Limited in order that Rent4sure Limited, or a third party, may contact me by e-mail or telephone about products and services which may be of interest to me, such as Tenants Liability Insurance.

Rent4sure Limited is a data controller under the Data Protection Act 1998. Rent4sure Limited's full privacy policy and a data protection fact sheet are available at [www.rent4sure.co.uk](http://www.rent4sure.co.uk).

Applicant's Name *	Applicant's Signature *	Date (dd/mm/yyyy) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Optional Page

You only need to send this extra page in if you choose to provide any further information..

## Additional Information

If you need to provide any previous addresses, names, credit history or other credentials please describe them below.

**Supplementary Orders (For use by Walton and Allen Estate Agents Ltd only)**

**Rent Protection**

6 Months  
1 Month Excess

6 Months  
Nil Excess

12 Months  
1 Month Excess

12 Months  
Nil Excess

**Legal Expenses Insurance**

6 Months

12 Months

**Know Your Customer**

**A Know Your Customer Report that verifies the identity and background about an applicant**

Add Know Your  
Customer