



Thank you for your interest in renting a property with Flagship Private Lettings.

Enclosed you will find an application form. Please complete this form in full (one form per adult applicant) and return along with 3 months bank statements, a utility bill, and photo ID. We use an agency to verify applications to ensure your confidentiality under the Data Protection Act. The credit referencing agency will check your credentials and in turn send a report to us either approving or declining your application.

**From 1st February 2016, landlords and letting agents in England are required to check the immigration status of all adult tenants before the start of a new tenancy to determine whether they have the right to live in the UK legally. Letting agents or landlords must check original documentation of anyone who applies to rent a property and checks must be carried out on all potential adult occupiers of the property. If you do not have a passport, please see the attached list of acceptable documents.**

The following charges are applicable for applications and include the credit referencing fee:

One adult applicant - £210  
Two adult applicants - £240  
Guarantor - £48 (if required)

You can pay this by card via our call centre, Flagship Response, on 0808 168 4555. Our operating hours are 7am to 7pm, Monday to Friday. Please tell the operator you are calling to pay a 'market rented admin fee'.

Once your application form(s), supporting documents, and administration fee are received we will process your application and will contact you to let you know if you have been successful. Please note credit referencing reports can take up to a week to be returned to us.

If you are successful we will arrange a suitable date with you on which your tenancy is to commence. You will be required to pay one month's rent upfront along with a security deposit equivalent to one month's rent in advance of your tenancy commencement date. If you wish to keep a pet at the property, this is at Flagship's discretion and a further £150 deposit is required.

If you have any queries regarding the application process please contact a member of the Flagship Private Lettings team on 0808 168 4555.

**Please return all applications to Flagship Private Lettings, Cedar Lodge, Chiswick Avenue, Mildenhall, Suffolk, IP28 7BD.**

# Tenancy Application Form

Agent Number:

PLEASE COMPLETE IN **BLACK INK** & BLOCK CAPITALS  
RETURN BY FAX TO **0333 0000 164**

## 1. TO BE COMPLETED BY LETTING AGENT ONLY

### Applicant type:

Tenant  Guarantor

### Service Required:

Full Profile  Credit Check  Insight

Property Address:

Tenancy Period:

 months

Tenancy start date:

No. of applicants:

Total rent pcm:

 £

Rent for this applicant:

 £

Identification supplied:

ID Reference Number: (i.e. passport number)

Residency proof supplied: (i.e. utility bill)

## 2. PERSONAL DETAILS

Title:

Forename:

Middle Name(s):

Surname:

Date of Birth:

NI Number: (or overseas equivalent)

Gross annual salary/income:

 £

Daytime contact number:

Mobile telephone number:

Marital status: (e.g. single/married)

Email address:

Current address:

Previous address: **(if less than 3 years at current)**

Time at address:

years months

Postcode:

Time at address:

 years months

Status at **current** address: (please tick one)

- owner with mortgage, please give lenders name:
- owner with no mortgage
- tenant (please provide further details on page 2)
- living with family
- living with friends
- other, please specify:

Next of Kin Name & Address:

This should not be a joint tenant and should not be the property address

Next of Kin Telephone:

Relationship to tenant:

### 3. OTHER OCCUPIERS

Do you intend to have pets at the property?  No  Yes

If yes, specify animal, breed, age, name:

Children/Dependants living at the property:  
Number: Ages of Children/Dependants:

Do any of the proposed occupants smoke?

No  Yes

### 4. EMPLOYMENT/OCCUPATION DETAILS

If in current employment for less than 3 months please provide details of your previous employer in the additional information section.

Employed  Self-employed  Unemployed  Retired  Other – please specify

Occupation:

Employer/Accountants name:

Length of employment:

Employers/Accountants Address:

Payroll Number:

Contact Name/Department:

Contact position:

Contact telephone number:

Contact Fax number:

Contact email address:

Please ensure contact name/department is able to confirm salary/income details and put them on notice to receive a reference request.

### 5. CURRENT LANDLORD/LETTING AGENT DETAILS (If you are currently in rented accommodation)

Landlord/Agency name:

Contact number:

Fax number/email address:

Address of Landlord/Agent:

Current rent amount:

### 6. BANK DETAILS (not compulsory for guarantors)

Account holder name:

Account number:

Sort Code:

### 7. EXISTING FINANCIAL COMMITMENTS (not compulsory for guarantors)

Do you have any loans or overdrafts? If yes, please state below:

Lender      Amount      Monthly Repayment      Expiry Date

Lender	Amount	Monthly Repayment	Expiry Date

Have you any credit cards or store cards? If yes, state below:

Card Company      Credit limit      Balance owing

Card Company	Credit limit	Balance owing

## 8. RIGHT TO RENT

From 1st February 2016, landlords and letting agents in England are required to check the immigration status of all adult tenants before the start of a new tenancy to determine whether they have the right to live in the UK legally. To comply with this legislation you will need to present an original identification document to the landlord or letting agent and they will retain a copy.

Your Full Name:

Nationality:

Please answer **one** of the following sections:

**I have a permanent right to live in the UK**

You will need to provide an original document from the list below.  
Please **tick one box** indicating which document you have:

- A passport (current or expired) showing that you are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK
- A passport or national identity card (current or expired) showing that you are a national of the EEA or Switzerland
- A valid Biometric Residence Permit issued by the Home Office indicating that you are allowed to stay indefinitely in the UK
- A Registration Certificate or document (current or expired) certifying permanent residence issued by the Home Office, to a national of an EU country, EEA country or Switzerland
- A certificate of registration or naturalisation as a British citizen
- A passport (current or expired) endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK
- A valid immigration status document issued by the Home Office with an endorsement indicating that you are permitted to stay indefinitely in the UK or have no time limit on your stay in the UK
- A Permanent Residence Card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office, to a non-EEA national, the family member of a national of a EU country, EEA country or Switzerland.
- I do not have any of the above documents  
(please see [www.rentguardtenantref.co.uk/righttorent](http://www.rentguardtenantref.co.uk/righttorent) for more information)

**I am allowed to live in the UK for a limited time**

You will need to provide an original document from the list below.  
Please **tick one box** indicating which document you have:

- A current passport endorsed to show that you are allowed to stay in the UK for a time limited period
- A current Biometric Residence Permit issued by the Home Office, which indicates that you can currently stay in the UK for a time limited period
- A valid Immigration Status Document issued by the Home Office with a valid endorsement indicating that you may stay in the UK for a time limited period
- A Residence Card or a Derivative Residence Card issued by the Home Office to a non-EEA national who is either a family member of a national of an EU country, EEA country or Switzerland or has a derived right of residence in the UK under EU law for a time limited period
- I do not have any of the above documents

Document Expiry Date:

(This is the date that your right to stay in the UK expires)

Do you have an ongoing immigration application or appeal to the Home Office?

- Yes  No

If yes, please provide your Home Office reference number:

### AGENT/LANDLORD USE ONLY:

I confirm that I have seen the original document as shown above in the presence of the holder, in accordance with the issued right to rent guidelines. The document appears genuine and unaltered and I have retained a copy.

Signed:

Agent/Landlord Name:

Company Name (if applicable):

Date of check:

## 9. ADDITIONAL INFORMATION

Please provide any additional information that may be useful in the processing of your application:

Have you, your spouse or any other party to this application been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last six years? If yes, please provide details above.

Yes

No

### Tenancy Deposit Protection Scheme

Please provide the name and address of the person who is paying the security deposit on this property.

Note: This is the person to whom the deposit will be returned at the end of the tenancy.

## 10. CONSENT DECLARATION

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.

### YOUR CONSENT

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I give my consent to Rentguard Tenant Referencing to verify this information by whatever means deemed necessary. I consent to Rentguard Tenant Referencing searching information held by a credit reference agency and I understand that this search will be recorded and information relevant to this risk assessment will be passed to the managing agent or landlord of the property being applied for.

I agree that information supplied by me will be held in accordance with the Data Protection Act 1998 and understand that I have the right to request a copy of all information held about me subject to an administration fee.

### THIRD PARTY REFEREES

As part of the referencing procedure we will apply to your referees for confirmation of details supplied on your application. By signing this document you give your consent for this information to be sent to us.

### TO MY EMPLOYER/ACCOUNTANT:

I hereby authorise you to respond to any enquiry received from Rentguard Tenant Referencing and to provide to them confirmation of my salary/income and any other particulars of information they request in connection to this application.

### TO MY CURRENT LANDLORD/LETTING AGENT:

I hereby authorise you to respond to any enquiry received from Rentguard Tenant Referencing and to provide to them details of how I have conducted my tenancy, including my payment history and condition of the property. I further confirm that I will be responsible for any reasonable charges raised by you in connection to the provision of this reference.

Signed:

Print Name:

Date: