



**INDIVIDUAL PRO PLUS APPLICATION FORM**

**Please note: This section is to be completed by the letting agent. (Fields marked with an \* are required)**

**RENTAL PROPERTY DETAIL**

\*Rent per month      £

Suite/Flat no     

Suite/Flat name     

\*Building/House no     

Building/House name     

\*Street     

\*Town/City     

\*County     

\*Postcode     

**Please fill in the individual applicant's detail. (Fields marked with an\* are required)**

**INDIVIDUAL DETAIL**

\*Title       Mr    Mrs    Miss    Ms   Other

\*Forename     

\*Surname     

\*Maiden name     

\*Date of birth (DD/MM/YYYY)     

\*Contact Telephone No     

\*E-mail Address     

\*Gross salary/pension per annum     

\*Occupation     

\*Number of other sharers     

\*Rental share pcm for applicant     

**Please enter at least one form of ID for this applicant**

UK Driving licence number     

UK National Insurance number     

Passport number

**Please fill in the individual applicant's current address. (Fields marked with an \* are required)**

**CURRENT ADDRESS**

Suite/Flat no

Suite/Flat name

\*Building/House no

Building/House name

\*Street

\*Town/City

\*County

\*Postcode

Has the applicant lived at this address less than 3 years? Yes  No

**Please fill in the individual applicant's previous address. (Fields marked with an \* are required)**

**PREVIOUS ADDRESS**

Suite/Flat no

Suite/Flat name

\*Building/House no

Building/House name

\*Street

\*Town/City

\*County

\*Postcode

**Please fill in the individual applicant's referee detail. (Fields marked with an \* are required)**

**REFEREE 1 - EXISTING LANDLORD OR LETTING AGENT**

\*Title  Mr  Mrs  Miss  Ms Other

\*Forename

\*Surname

Business name (if applicable)

Suite/Flat no

Suite/Flat name

\*Building/House no

Building/House name

\*Street

\*Town/City

\*County

\*Postcode

Contact email

\*Contact telephone

Please fill in the individual applicant's referee detail. (Fields marked with an \* are required)

**REFEREE 2 - EMPLOYER OR ACCOUNTANT**

\*Title  Mr  Mrs  Miss  Ms  Other

\*Forename

\*Surname

Business name (if applicable)

Suite/Flat no

Suite/Flat name

\*Building/House no

Building/House name

\*Street

\*Town/City

\*County

\*Postcode

Contact email

\*Contact telephone

**DECLARATION & AGREEMENT OF PROPOSED TENANT**

I confirm that the information (data) given above is correct and that I am 18 years of age and over. I confirm that I consent to my data being processed and held by tenant checker™ or any successor indefinitely for the purposes of: (1) assessing my suitability as a prospective tenant; (2) conducting searches with credit reference agencies for the purposes of verifying my data and identity and determining my credit worthiness and credit limits; (3) conducting enquiries with any parties I nominate as referees as to my suitability as a tenant; and, generally, I consent to my data and the results of searches and enquiries being shared with other parties such as letting agents, landlords, credit reference agencies and other businesses for the purposes of assessing my suitability as a prospective tenant and my credit worthiness and for the purposes of analysis to market other products and services .

I confirm that in the event of my default under the terms of the proposed tenancy or any future tenancy and/or in the event of my accruing arrears of rent, paying rent late, damaging property or indulging in nuisance or anti-social behaviour then I consent to information relating to these matters being passed to, and processed by, tenant checker™ and I understand that it may affect any future applications I make for: (a) tenancies; (b) credit; and (c) insurance products.

I understand and agree that when tenant checker™ make a search with a credit reference agency, the agency will keep a record of that search and will share that information with other businesses. I also understand and agree that no details of any search undertaken by tenant checker™ or any credit reference agency will be given to me but I may request the name and address of any credit reference agency to whom I may apply for a copy of any information provided. I understand and agree that in the event of my tenancy application not being successful I will not be entitled to any reason or explanation for this or to any refund of any search fees paid.

I understand and agree that tenant checker™ is part of Datacol Payment Protection Limited and references to it include any group or affiliated company of Datacol Payment Protection Limited or any successor. I understand that the information provided by me may be transferred to a country outside the European Union.

Signed by the proposed tenant	Date
Print name	
Signed on behalf of letting agent	Date
Print name	

# Important Information for Applicants

Please read the below information carefully before completing and signing your application form

## Who are we?

We are a vetting service and independent of letting agents and landlords. They employ us to check your details and assess your suitability.

## Completing your application form

Please ensure that you fully and carefully complete all sections of the application form so that we can process your application quickly. If you miss out any information this will delay your application and could cause it to be declined.

We ask you to provide details of your employer and current landlord (or their agent). Your employer will be contacted to verify that the information you have provided is correct. Your current landlord (or their agent) will be contacted to confirm that you have been a good tenant and complied with your obligations. **Please inform your employer and landlord (or their agent) that they will be contacted very shortly and that they have your permission to provide the information requested.**

If you are self-employed we require details of your accountant. They will be approached to provide financial information about you. **Please inform them that they will be contacted very shortly and that they have your permission to provide the information requested.**

If you have income from other sources, such as a pension if you are retired, then proof of income should be submitted with your application form.

## What do we do?

We check our database to see if we already hold your details and we make enquiries with a credit reference agency to check your identity and credit rating. If you are on our database already we check to see if there have been any reports that you have previously paid rent late, left rent unpaid, damaged property or engaged in nuisance/anti-social behaviour.

Please note that if your application is successful but subsequently you fail to comply with your obligations and rent is paid late or left unpaid or property is damaged or there is nuisance/anti-social behaviour, the letting agent or landlord will report this conduct to us and it will be stored onto our database, and other letting agents and landlords will have access to this information

if you are checked again in the future. By completing and signing your application form you consent to the processing and storing of your data in the above manner and for the above purposes. If you do not consent to this you should not sign the application form, although this will mean that your application will not be able to proceed.

## Disclosure of information

If there is any adverse data registered against you with the credit reference agency we will not give you any specific details. We will refer you though to the credit reference agency concerned who in response to a written request and payment of a set fee will be able to supply details of your credit file.

If there is any adverse information held against you on our database then we will provide you with the details we hold. If you wish to challenge or appeal the information we hold then you may do so by emailing us at [appeal@tenantchecker.co.uk](mailto:appeal@tenantchecker.co.uk) or writing to us at Suite 4, Conway Business Centre, Llandudno Junction, Conwy, LL31 9XX.

## How long will my application take?

Once the letting agent or landlord has submitted your application to us online we provide an instant result from our database search and credit check. If we are also obtaining references these take, typically, between 48 and 72 hours. Delays are nearly always caused by your referees not responding to us quickly enough. This is why it is important that you warn them that we shall be applying to them for a reference and speak to them yourself if they delay in dealing with our request.

## How do I find out if I am accepted?

Please do not contact us. We are employed by the letting agent or landlord and you must contact them for the result of your application. Our operators are not permitted to discuss your application with you.

## Data Protection

We are registered with the Information Commissioner and operate in accordance with the Data Protection Act. Your data will only be used for the purposes referred to here and in the application form.