



Referencing Application Form Tenant Edition

Please complete this form in BLOCK CAPITALS.

Missing, incomplete or illegible sections may result in delays to the application being processed.

SECTION 1: PROPERTY DETAILS

To be completed by the letting agent.

1: Agent ID: Agent Name:

2: Management Level:

Tenant Find ☐ Rent Collect Only ☐ Fully Managed ☐

2: Check Type:

Tier 1 (Credit Search only) ☐ Tier 2 (Full Reference) ☐

3: Property to be let:

Street Address
District
Town/City
Postcode

4: Rental Details

Number of Tenants Rent per month
Tenancy Start Date Tenancy Term

5: Tenant Details – Please state the name(s) of all tenants and their rental share in £

Tenant 1	<input type="text"/>	Share	<input type="text"/>
Tenant 2	<input type="text"/>	Share	<input type="text"/>
Tenant 3	<input type="text"/>	Share	<input type="text"/>
Tenant 4	<input type="text"/>	Share	<input type="text"/>

For details of additional tenants, please use Section 6

*The rest of the application form **must** be completed by the applicant*

SECTION 2: APPLICANT DETAILS

1: Personal Details

Title	<input type="text"/>	Firstname	<input type="text"/>
Middle Name(s)	<input type="text"/>		
Surname	<input type="text"/>		
Date of Birth (DD/MM/YYYY)	<input type="text"/>	Sex	<input type="text"/>
Maiden/Other Names	<input type="text"/>		
Marital Status	<input type="text"/>	Nationality	<input type="text"/>
Daytime Telephone	<input type="text"/>	Evening Telephone	<input type="text"/>
Mobile Telephone	<input type="text"/>		
Email Address	<input type="text"/>		

2: Current Address

Street Address	<input type="text"/>		
District	<input type="text"/>		
Town/City	<input type="text"/>		
Postcode	<input type="text"/>		
Length of time at this address:	<input type="text"/> years	<input type="text"/> months	
Status at this address:	Owner <input type="checkbox"/>	Rented <input type="checkbox"/>	With Friends/Family <input type="checkbox"/>
	Council Tenant <input type="checkbox"/>	Other (please specify below)	<input type="text"/>
<input type="text"/>			
Is this address outside the UK ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

3: Previous Address 1

Street Address	<input type="text"/>		
District	<input type="text"/>		
Town/City	<input type="text"/>		
Postcode	<input type="text"/>		
Length of time at this address:	<input type="text"/> years	<input type="text"/> months	
Status at this address:	Owner <input type="checkbox"/>	Rented <input type="checkbox"/>	With Friends/Family <input type="checkbox"/>
	Council Tenant <input type="checkbox"/>	Other (please specify below)	<input type="text"/>
<input type="text"/>			
Is this address outside the UK ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4: Previous Address 2

Street Address

District

Town/City

Postcode

Length of time at this address: years months

Status at this address: Owner ☐ Rented ☐ With Friends/Family ☐

Council Tenant ☐ Other (please specify below)

Is this address outside the UK ? Yes ☐ No ☐

5: Previous Address 3

Street Address

District

Town/City

Postcode

Length of time at this address: years months

Status at this address: Owner ☐ Rented ☐ With Friends/Family ☐

Council Tenant ☐ Other (please specify below)

Is this address outside the UK ? Yes ☐ No ☐

Please provide address history for the last 3 years, If you need to provide more than 4 addresses please continue in Section 6

SECTION 3: FINANCIAL DETAILS

Please only complete the sections relevant to you

1: Employment Status:

Employed ☐ Self-Employed ☐ Retired ☐ Student ☐
Unemployed ☐ Other (please specify below) ☐

Job Title Start Date

Gross Annual Income Average Overtime per annum

Average Commission / Bonus per annum

Payroll/Pension Reference Number

Is your job likely to change in the near future? Yes ☐ No ☐

Do you have any further sources of income? ☐ ☐ Yes No

If Yes, please detail the amount(s) and source(s) below

2: Financial Referee Details

Please provide details of the best person to verify your income

Company Name

Street Address

District

Town/City

Postcode

Referee Type (eg Employer, Accountant etc)

Contact Name

Contact Job Title

Phone Mobile

Email Address

Additional Information

SECTION 4: CURRENT / PREVIOUS LANDLORD DETAILS

Please provide us with details for your most recent rental property

1: Letting Referee

Did you pay your rent through a letting or management agent? Yes ☐ No ☐

Name

Contact Name

Street Address

District

Town/City

Postcode

Phone Mobile

Email

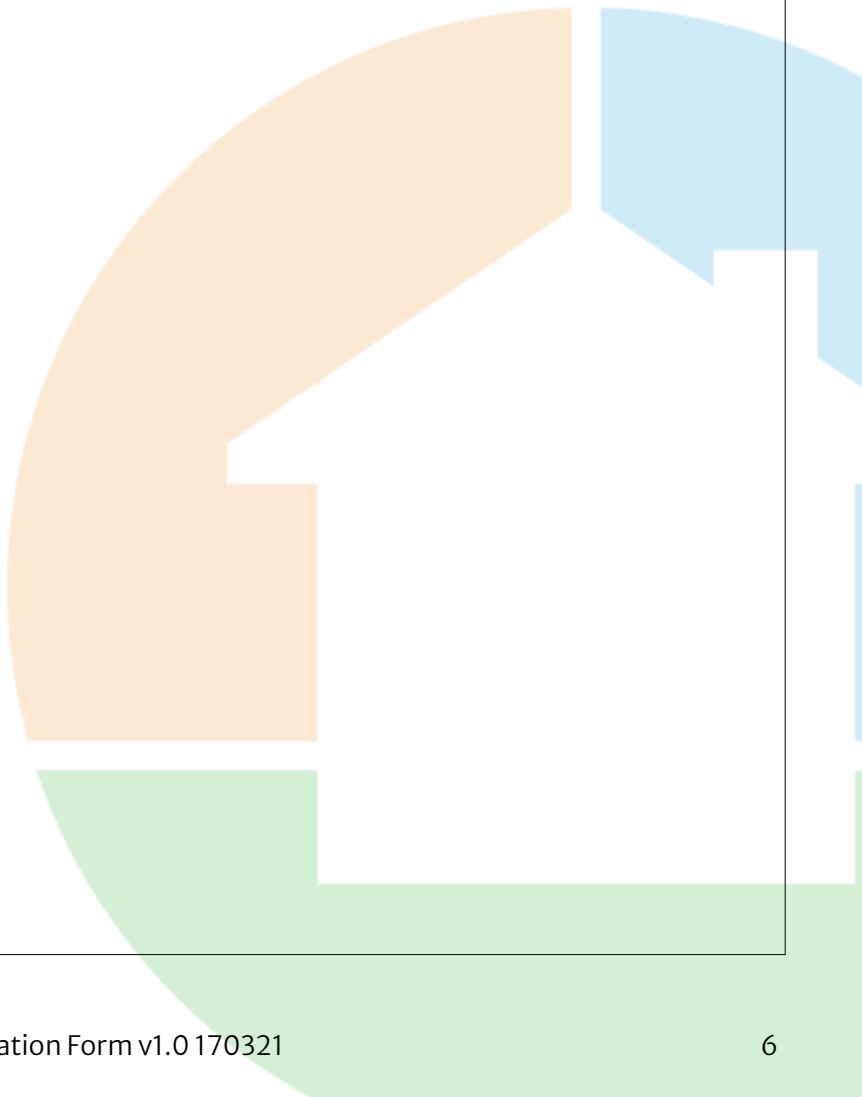
Additional Information

SECTION 5: CREDIT HISTORY

Are you aware of ANY adverse credit history, including IVAs, Bankruptcy and CCJs, whether or not these have been satisfied? Yes ☐ No ☐

If yes, please provide details below

SECTION 6: ADDITIONAL INFORMATION / NOTES



SECTION 7: ABOUT YOUR REFERENCE

Your reference will be completed by Letmojo on behalf of your letting agent and/or landlord. Letmojo is the data controller as defined in the General Data Protection Regulation ('GDPR')

In order to complete your application, Letmojo will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- Letmojo may pass on any information supplied to your landlord and/or letting agent including the results of any linked verification checks.
- By consulting with a credit reference agency, Letmojo will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency Letmojo use and you may also apply for a copy of the information they provided to Letmojo.
- If you default on your rental payments, Letmojo may record this on a centrally held database of defaulting tenants, and that such a default could affect any future applications for tenancies, credit, and/or insurance.
- Letmojo may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Letmojo
- If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies to prevent fraud and money laundering.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive, however you should be aware that information sent via electronic means can't be guaranteed to be secure. The provisions of Section 8, Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT IS IMPORTANT THAT YOU PROVIDE CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

☐ I confirm that the information provided in this application form is true to the best of my knowledge and I'm happy with the checks which Letmojo will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future .

☐ I'm happy for Letmojo to contact my referees (including those outside the EEA) with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous/current tenancy information.

Signed

Name

Date

☐ Following the completion of your reference, Letmojo may contact you by phone or post to let you know about additional services we can offer which may be of interest to you. These services could help protect your liability as a tenant as well as your personal contents. If you'd like us to contact you, please tick here

☐ Letmojo would like to contact you occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit you as a tenant. If you're happy to receive such information, please tick here

☐ Letmojo and their partners can offer you exclusive discounts on products like Broadband & TV and take the hassle out of utility switching. If you're happy to be contacted about this, please tick here

We'll never pass your details to a third party unless we ask for your express permission. If you'd like to unsubscribe at any time, then please contact Letmojo on marketing@letmojo.com or call 01626 912321

Our correspondence address is Letmojo , PO Box 557, Newton Abbot, Devon, TQ12 9LP.

Our registered address is: Letmojo Ltd, c/o Prydis, Senate Court, Southernhay Gardens, Exeter Devon EX1 1NT.

The companies registered number is 13002555.

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