

Credit Check Application Form

Please return this to Cleeve Residential Lettings Ltd. Asterisks (*) fields are mandatory.

Agency Details

Letting Agent Name * Cleeve Residential Lettings Ltd
Letting Agent ID * 4514

Property Details

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 * _____ First Name * _____
Middle Name * _____ Last Name * _____
Previous Full Name _____ (If 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? * _____ (Yes/No)
Do you have Pets? * _____ (Yes/No)
If Yes, provide details _____
Any recent Arrears or
Adverse Credit? * _____ (Yes/No)

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

Building/House Number * _____
Building/House Name * _____
Address Line 1 * _____
Address Line 2 * _____
Town * _____
County * _____ Postcode * _____

Identification

National Insurance Number * _____
Identification Type * _____ (e.g. passport, driving license, etc)
Identification Number * _____

Next of Kin

Emergency Contact (person not living at address with you, i.e. parent or sibling)

Contact Name * _____
Contact Number * _____
Address Line 1 * _____
Town * _____
County * _____ Postcode * _____
Relationship * _____

Details of any person, other than the Tenants, who will be providing the deposit (or part of the deposit) to assist with this tenancy.

If none please indicate " not applicable"

Name * _____
Address * _____
Town * _____
County * _____ Postcode * _____
Contact Number * _____ Email * _____



Documentation required

1) **Proof of ID: Photo identification / Immigration status, (i.e Passport, Driving Licence).**

It is now law that letting agents must check immigration status before renting out properties. Please see below acceptable documents dependent on country of origin.

Accepted documents as evidence of identification / immigration status

United Kingdom citizens:

UK passport (an expired passport is acceptable if the holder is still recognisable from the photograph)
Naturalisation certificate Right of abode certificate Birth certificate or adoption certificate plus either national insurance number or UK driving licence.

European Economic Area and Swiss citizens:

EEA or Swiss passport (an expired passport is acceptable if the holder is still recognisable from the photograph) National identity card issued by European Union member state²⁴ or Switzerland European Union Laissez Passer (as issued to certain European Union officials and dependents)

Non- EEA nationals with lawful regular immigration status (leave to enter or remain):

Biometric Residence Permit (BRP) held by temporary and permanent residents Visa or passport stamp held by short term visitors Home Office letter confirming the person has an outstanding immigration application or appeal which permits them to remain (but only if verified by contacting the Home Office enquiry service) Documents held by persons exempt from immigration control (e.g diplomatic passports, NATO identification card, international red cross travel document, UN Laissez Passer)

Non- EEA family members of EEA nationals exercising EU Treaty Rights in the UK:

Residence certificate or card issued by the Home Office Certificate of application (but only if verified by contacting the Home Office enquiry service)

Non- EEA nationals without leave to remain 25:

Application Registration Card (ARC) held by asylum seekers (but only if verified by contacting the Home Office enquiry service) Home Office letter of authorisation (but only if verified by contacting the Home Office enquiry service)

2) **Proof of residency: (i.e Utility bill, council tax bill, phone bill, card statement). This must be less than 3 months old.**

3) **Proof of earnings: (i.e wage slips, benefit statement, tax return, or if starting a new job- job offer or contract).**



Source Of Income

Employed * Employed (Paye) * Self- Employed * Investments / Savings * Benefits *

Other * If other ticked, please provide details _____

Employer/Accountant Name * _____

Annual Income Amount * _____ Position / Role * _____

Time With Employer * _____

Title, First Name, Surname * _____

Contact Number * _____

Contact Email * _____

Landlord / Agency Details of your Current Address

Name of Landlord / Letting Agent * _____

Contact Number * _____

Contact Email * _____

Title, First Name, Surname * _____

Declaration

I declare that all the information I have provided is truthful to the best of my knowledge *

Yes No Date * _____ (dd/mm/yyyy)

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 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. I further agree that the information that I have provided may be submitted to credit reference agencies in order that a credit check may be conducted. I expressly acknowledge that authorising searches to be conducted and references obtained does not entitle me to see such searches or references and agree that I will direct any request for copies of searches or references to the relevant originating party and not to Rent4sure Limited. I understand that I may be refused a tenancy as a result of the searches and references obtained and 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, or their partner companies (e.g. Intasure), to contact me about related products and services which may be of interest to me, such as Tenants Contents Insurance.

Applicant's Name * _____

Applicant's Signature * _____

Date * _____ (dd/mm/yyyy)

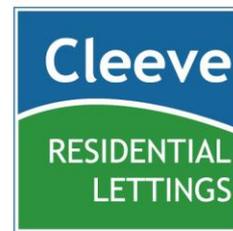


Cleeve Residential Lettings Ltd

'We care for your home as if it's our own'

5 Church Road
Bishops Cleeve
Cheltenham GL52 8LR

01242 674775
lettings@cleeve.co.uk
www.cleeve.co.uk



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 Cleeve Residential Lettings Ltd Only)

If you would like to order Rent Protection alongside this Reference, please tick the appropriate box.

6 Months / 1 Month Excess

6 Months / Nil Excess

12 Months / 1 Month Excess

12 Months / Nil Excess

