

## Tenant Vetting Application form

### SECTION 1 – Application Details (Sections 1 and 2 to be completed by the letting agent)

Property Address:		Managing agent's name	
If this is a joint tenancy insert all tenant's names here.		Lease Length (months)	
		Rental Amount (pcm):	
Start date of tenancy:			
If Insurance is required for this property please insert the name and contact details of the Landlord here			

### SECTION 2 – Proof of Identity and Right to Rent

From 1 February 2016 all private landlords (or agents acting on their behalf) in England have to make right to rent checks if the property that is being rented will be the main home of the prospective tenant. This means checking that tenants have the right to be in the UK. Details of how to perform these checks can be found at [www.gov.uk/righttocheck](http://www.gov.uk/righttocheck). Landlords who don't make the checks could be fined up to £3,000 if they rent out a property to someone who's in the UK illegally. If the applicant only has time limited leave to remain further checks may be necessary at a later date.

Applicant's identity and citizenship verified using approved **original** document(s)      Yes  No

Applicant is a citizen of the UK, EU/EEA      Yes  No

If the applicant is not a citizen of the UK, EU/EEA please provide their Visa/Residence Permit Reference (top right hand corner of document)     

If the applicant is not a citizen of the UK, EU/EEA please provide their leave to remain status, e.g. No valid leave to remain, time limited leave to remain, indefinite leave to remain.     

If the applicant has a limited leave to remain, please provide the date their visa/residence permit expires.     

I confirm that I have read and understood the government guidelines on conducting right to rent checks. I confirm that the documents provided by the applicant were checked in their presence, are original and genuine, that the applicant bears a true likeness to the photographic documentation and that the ages on all documents match and are realistic for the applicant.

Managing agent Signature:       Print Name:

Date:

**All Subsequent Sections to be completed by the Prospective Tenant**

**SECTION 3 – CONTACT, LIFESTYLE AND ADDRESS INFORMATION**

Title:  First name(s):  Last name:

**If applicable, please enter and previous names that you've been known by (i.e. maiden names etc.) below:**

Title:  Previous first name(s)  Previous last name:

Telephone:  Mobile:  Email:

Date of Birth:  Number of children and ages:

Nationality:  Do you require a Visa to live in the UK:

Do you, or any potential joint tenants, smoke? Yes  No

Do you, or any joint tenants have pets? Yes  No

**If you answer 'yes' to any of the questions below, please provide additional details in the comments section on page 7 this application form.**

Have you had any rent arrears, County Court Judgements (CCJs), bankruptcies or other adverse credit history in the last 5 years? Yes  No

Are you the subject of a debt management plan (DMP)? Yes  No

Have you ever been evicted from a property that you've rented? Yes  No

## SECTION 4 – ADDRESS INFORMATION

Please enter the address that you currently live at below. If you've lived at this address for less than three years you will then be asked to enter all of the addresses that you've lived at over the past three years, please attach an additional sheet of paper if required. **Please be aware that it is essential that you provide the owner's name of each property that you have lived at in the last 3 years. Checks may be made with the Land Registry to formally verify ownership of each property and that all deliberate attempts to provide false or misleading information will be reported to the appropriate authorities.**

Current Address:

Time at this address:

Years

Months

Address Status (private tenant, council tenant, owner, living in a property owned by family or friend, named tenant in property rented by family or friend, unnamed tenant in property rented by family or friend, student halls of residence, tied accommodation)

Please provide the name(s) of the registered owner(s) of this property.

### Previous Addresses (If applicable)

Previous Address 1:

Time at this address:

Years

Months

Address Status (private tenant, council tenant, owner, living in a property owned by family or friend, named tenant in property rented by family or friend, unnamed tenant in property rented by family or friend, student halls of residence, tied accommodation)

Please provide the name(s) of the registered owner(s) of this property.

Previous Address 2:

Time at this address:

Years

Months

Address Status (private tenant, council tenant, owner, living in a property owned by family or friend, named tenant in property rented by family or friend, unnamed tenant in property rented by family or friend, student halls of residence, tied accommodation)

Please provide the name(s) of the registered owner(s) of this property.

### SECTION 5– Landlord Contact Details

If the address status of any of the addresses listed in section 3 was ‘private tenant’ ‘council tenant’ or, named tenant in property rented by family or friend, please provide the contact details of the landlord/letting agent for the **most recent** address that you lived at. Please note that we may contact you to request contact details for additional landlords/letting agents if required.

Landlord Company Name:

Landlord Address:

Contact Name and Position:

Contact Number Landline:  Contact Number Mobile:

Contact Fax:  Contact Email:

**Please note: Providing an email address below can speed up the referencing process considerably**

Tenancy Start date:

Tenancy Start date:

**Please provide to your landlord as soon as possible any notice, signed authority or payment they may require to complete your reference.**

## SECTION 6 - EMPLOYMENT DETAILS

Please provide below details of your employer. If you are shortly to change your employment, please provide the details of the employer you are moving to. If you are a director of the below company, or are employed by a family member, please can you forward to Vorensys proof of income in the form of a payslip or p60.

Company Name:

Company Address:

Your position in this company:  Your Start Date:

Your Annual Income:

Your National Insurance/Payroll Number:

Contact Name and Position:

Company Telephone:  Referee's Direct Dial/Extension Number:

Mobile:  Fax Number:

**Providing an email address below can speed up the referencing process considerably.**

Email address:

**Please can you provide to your employer as soon as possible any signed authority they may require to complete your reference.**

## SECTION 7 – SELF-EMPLOYMENT

Please note that references are only accepted from registered chartered accountants. If you do not have an accountant, then please forward to us proof of your income in the form of your most recently submitted Tax Return.

Accountant  
Company Name:

Accountant  
Address:

Your Annual  
Income:

Contact Name and  
Position:

Company  
Telephone:

Referee's Direct  
Dial/Extension Number:

Mobile:

Fax Number:

**Providing an email address below can speed up the referencing process considerably.**

Email address:

**Please can you provide to your accountant as soon as possible any signed authority they may require to complete your reference.**

## SECTION 8 – Other Income (Retired or Independent Means)

If you receive any regular income other than from employment/self employment (i.e. a pension/ tax credits etc) then we will need to see documentary evidence (i.e. pension statement, bank statement, share certificates etc.) of that income. If you have an accountant that can provide us with this information, please fill in 'SECTION 7. If you do not have an accountant please complete the section below and forward to us the relevant proof of income documentation.

Gross annual income (GB £)

Proof of income documentation type (Pension statement, share certificate, bank statement, other (please specify)

## SECTION 9 – ADDITIONAL INFORMATION

Please enter any additional information that you think may be of importance when processing your application (i.e. details of any adverse credit or addresses not disclosed in section 4 where you may still be registered):

## SECTION 10 - APPLICANT AUTHORISATION AGREEMENT

The details supplied by you will be checked against those held on credit reference agency databases for the purposes of assessing your suitability to enter into a tenancy agreement. The checks carried out are non-detrimental and will not adversely affect your credit file. If required, references will also be requested from other relevant parties including (but not limited to) current or former employers, accountants and landlords. All information is processed in confidence within the guidelines of The Data Protection Act (1998) and other relevant privacy laws. I have read and understood the statement above and I authorise Vorensys Ltd. to conduct the checks and reference requests described and make all other relevant enquiries necessary to assess my suitability to enter into a tenancy agreement.

Applicant's Signature:

Print Name:

Date: