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Financial Conduct Authority No: 502300
Office of Fair Trading
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TENANT APPLICATION FORM / REFERENCE FORM

**It is mandatory to complete the whole form. Please use black ink and capital letters.
You must provide the following documentation before your application can be processed**

- 1. Proof of identification (Passport or Driving licence)**
- 2. Proof of address (Recent utility bill or bank statement)**
- 3. Proof of income (3 month's payslips AND 3 month's bank statements) or Student identification (If you are a student)**

Property details (to be completed by the landlord / letting agent)

Property address

Property type Flat Bungalow Terraced house
 Detached house Semi-detached house

Content Un-furnished Partly furnished
 Fully furnished

Number of tenants moving into the
Property

Proposed tenancy period
months

Proposed tenancy start date
(dd/mm/yyyy)

Rent for this
property per
calendar month
£

Bond for this
Property
£

Applicant's share
of rent per
calendar month
£

Agency fee for
this property
£

Will this be the only or principle home of at
least one tenant?
 Yes No

Tenant identification (to be completed by the landlord / letting agent)

Has proof of residency been copied and put on file?
(Proof of residency means 2 original and different documents such as bank statement,
utility bill, council tax bill, telephone bill etc. with the applicant's name and current
address on. The documents must not be older than three months, or the most recent
version if issued less frequently, when this application is made.)
 Yes No, specify

Has a certified and signed copy of a driving licence and/or passport
and/or other valid personal identification been put on file?
 Yes
 No, specify

Tenant applicant details (everything below to be completed by the prospective tenant)

Title All forenames

Surname(s)

Also known as

Marital status

Any previous surnames

Date of birth
(dd/mm/yyyy)

Email address

Who will be funding the deposit?

Telephone home

Telephone mobile

Telephone work

Telephone other

Nationality

Passport number

UK National Insurance No.

VISA or other resident permit
(if applicable)

Please provide the address of any other UK property you own jointly or on your own.

Do any of the applicants enjoy diplomatic immunity?
 Yes No

Current address:

Reason for leaving:

Time at address (x years/ x months):

Status at current address
 Tenant (private) Tenant (council) Owner
 Living with friends Living with family
 Other, please specify

Previous addresses the last 3 years including status at each address and reason for leaving

Next of kin (a relative, employer, close friend etc.)

Forenames and full surname(s) (not a joint tenant)	Telephone	Address (not the property address)

May we use this address and your other details above, as post tenancy contact details?
 Yes No *If not, please complete post tenancy contact details below.*

Post tenancy contact details

Personal references (must be a person who has known you at least five years)

Forenames and full surname:

Full address:

Telephone number:

Email address:

Forenames and full surname:

Full address:

Telephone number:

Email address:

Please list everyone who will live in the property (including date of birth for those under 18)

Forenames and full surname(s)	Date of birth	Relationship to the applicant (joint tenant, dependant, spouse etc.)	Smoker (yes/no)

Please list any pets that will be kept in the property

Account holder's name

Overdraft facility
 Yes No

Overdraft limit
£

If currently overdrawn, how much?
£

Other financial commitments (car purchase, maintenance to former partner, credit card debt etc.)

Name of lender / credit card company	Loan amount / card balance	Monthly payment	Credit card limit	Loan expiry date

Financial history

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?
 No Yes, please specify

Criminal record

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?
 No Yes, please specify

Other

Additional information that may be relevant to this applicant/application

Tenant declaration

I hereby confirm that the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading. I have been given a copy of 'Frequently asked Questions' document which I have read and understood. I give my consent to the information being used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed. I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined and I will lose all or part of the administration fee. I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future. I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

I confirm that the Deposit (Bond) is being provided from my own sources **Yes** **No**

If no please specify:

Has any applicant been declared Bankrupt or have any CCJs?

Has any applicant had any criminal offences other than Motoring offences?

Value of contents that will be in the property £.....

Have anyone in the household ever made a household claim in the last 5yrs?

If so when and what was the value £.....

Date:

Signed by the applicant: Print name:

Signed by the applicant: Print name:

FREQUENTLY ASKED QUESTIONS:

Q: Why do I need to pay an application fee?

A: Whilst referencing is a straightforward process for the tenant, it can often be a complex process for ourselves. Your application fee covers this and the preparation of the legal paperwork.

Q: Why do I need to pay a deposit?

A: The Landlord is trusting you to keep their property in good order. The deposit is held against non payment of rent and to ensure that any damages over and above fair wear and tear can be corrected at the end of the tenancy.

Q: Why do I need to be referenced?

A: Referencing gives the Landlord a clearer picture of you and it's there to help them make an informed decision on who to accept.

Q: Who will hold my deposit?

A: Your deposit will be held by the DPS (deposit protection service) or an alternative government approved deposit protection scheme details of which will be provided to you once your tenancy starts.

Q: Why do I need a guarantor?

A: Sometimes referencing decisions ask for a guarantor as your earnings may not be considered quite enough to pay the rent or you may not achieve the appropriate rating set by the referencing agency. Do not worry, this is not uncommon.

Q: What does a guarantor need to do?

A: A guarantor normally needs to be referenced in the same way as the applicant. They would normally be required to be employed and resident in the UK with sufficient earnings to cover your rental commitment. The Guarantor is responsible for paying any rent arrears if the tenant does not pay and any damages costing more than the deposit.

Q: When can I collect my keys?

A: You will need to contact us at least 7 days before your intended move in date to book a 'Check in appointment'. Please be aware that appointments are booked on a 'first come first serve' basis. If you turn up to collect your keys without a booked appointment then we may not be able to provide you with immediate access.

Q: How do I pay my rent?

A: We recommend that you pay your first rental payment 7 days before your tenancy start date. If we cannot verify that your payment has reached us we won't be able to provide you with access to the property. Please refer to your tenancy agreement for the date you tenancy starts. Your payment can be paid in cash or debit card at our offices or via BACS transfer into our bank account as follows:

Bank: Cooperative

Sort Code: 08- 92-50

Account Number: 68111960

Name: Bluestone

(You MUST ensure that you use the first line of the rental property address as your reference)

Q: What is a 'Lead Tenant'?

A: The lead tenant is the individual that acts on behalf of all the other tenants and any third party when dealing with us.

The lead tenant must notify us of any damages or potentially required maintenance. Although we visit the property on our scheduled inspections some issues may require more urgent attention. Some issues only a tenant actually living within a property on a day to day basis will be conscious of and we cannot be expected to be aware of unless notified.

The lead tenant will have to register with the Deposit Protection Service (DPS) before the end of the tenancy using the Deposit ID number which will be given to you by us shortly after the deposit has been lodged with the DPS. After registration he/she will be able to see details of the deposit(s) secured and check that all tenant contact details are correct and up to date.

Deposit Validation At the end of the tenancy it is the lead tenant's responsibility to validate the deposit amounts returnable. Once we notify the DPS of the deposit amounts returnable they will contact the lead tenant for verification before forwarding any funds. If any tenant requires clarification or disputes any deductions made they will need to notify the lead tenant and us to stop the validation. It is everyone's responsibility to communicate agreement/disagreement with the deposit amount returnable to the lead tenant. If the lead tenant does not hear from any one tenant and cannot make contact with them after all reasonable efforts have been made they will assume agreement and proceed with validation.

Q: What is a tenancy agreement?

A: A legal documents which sets out the rules with which the tenant and landlord agree to comply.

Q: Who is responsible for repairs?

A: In most cases the Landlord is responsible for repairs either themselves or via ourselves. If you do damage to the property, you would normally be expected to cover the cost of putting this right.

Q: What if I want to leave?

A: If you are in a fixed term contract, you cannot normally leave the property before the end of the contract. If you are out of your fixed term contract there would normally be a notice period to serve.

Q: What happens if I lose my job?

A: It is always your responsibility to ensure your rent is paid, however you can talk to ourselves to discuss possible payment plans and insurance policies to protect you from unemployment.

Q: Can my Landlord let himself into the property while I am living there?

A: Your Landlord cannot enter the property without giving you notice (unless it is an emergency).

Q: What is a 'joint & several' tenancy?

A: This is where there is to be more than one person living in the property; the tenancy will say they are "jointly and severally" responsible. This expression means that, jointly, the tenants are liable for the payment of all rents and all liabilities falling upon the tenants during the tenancy, as well as any breach of the Agreement. Individually each tenant is responsible for payment of all rent and all liabilities falling upon the tenant, as well as any breach of the Agreement until all payments have been made in full.

Q: Who insures my belongings?

A: You are responsible for insuring your personal items. We can offer you a quote from a range of of affordable insurance policies taylored to your personal needs. Just let us know if you'd like a quote.

Q: What can I do if I have complaint

A: If you have a complaint you should put your concerns in writing. The correspondence will be acknowledged within 5 working days. The matter will then be investigated within 15 working days. Please note that we have a zero tolerance policy on aggressive or abusive behaviour.