



Thankyou for choosing to apply for a new home with 4you Lettings



For peace of mind, and clarity, here are a few things you should know

Before setting up a tenancy, we will need to conduct a reference search. This search will involve a credit check, confirmation of earnings from your employer and a landlords reference, if applicable. In order to speed up this service, and for your application to run smoothly, it is important that you supply the necessary information required. All application forms must be completed fully and the necessary forms of identification provided, together with the application fee (dependant on the number of applicants).

The following forms of identification are acceptable:-

- A drivers license with your current address or Passport
- Recent Utility bill no older than 3 months
- Recent mobile telephone bill
- Council tax bill
- or Letter signed and dated from your employer confirming your address

A deposit must be paid at the initial application stage and will be held in accordance with new government legislation in the Deposit Protection Service scheme. Upon placing a deposit and application fee the process will commence, therefore application fees are non refundable. Should you fail the referencing the deposit will be refunded to you. Should you wish to cancel the referencing and not go ahead with the tenancy of the property the deposit will NOT be refunded to you.

I agree with the terms and conditions of the above and have provided deposit referencing fees and identification.

DEPOSIT AMOUNT           £.....  
 REFERENCING FEE       £.....  
 TOTAL DUE                 £.....

Signed : ..... Date : .....  
(potential tenant)

Identification: .....

Signed : ..... Date : .....  
(on behalf of 4youlettings)



Your local dedicated Letting Agents

## Student/Unemployed Application Form

Agent Name: 4you Lettings Ltd

### Section 1 – To Be Completed By The Letting Agent

Service required Reference:  Express  Ultimate  
 Rent Guarantee Period:  6 months  12 months  
 Landlord name: .....

### Rental property address

Address line 1: .....  
 Address line 2: .....  
 Address line 3: .....  
 Postcode: .....

### Tenancy details

Tenancy term: .....  
 Monthly rental: £..... Rent share for applicant: £.....  
 Number of tenants being referenced: .....  
 Proposed tenancy start date: .....  
 Is the property:  Let only  Fully managed

### Section 2 – Tenants Details - To be completed by Tenant

#### Personal Details

Title: .....  
 Forename(s): .....  
 Surname: .....  
 Monthly share of rent: .....  
 Date of Birth: ...../...../..... Marital Status:  Married  Divorced  Not married  
 Mobile number: ..... Contact number.....  
 E-mail address.....  
 If you have ever been known by another name please confirm it here:  
 .....



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You must provide 3 years address history

Present address

Address line 1: .....

Address line 2: .....

Address line 3: .....

.....

Postcode: ..... Time at this address: .....Years.....Months

Status:  Owner  Rented Accomodation  Living with Parents/Friends

Other: .....

Previous addresses (if you have lived at the above address for less than 3 years)

Previous address 1: .....

.....

Postcode: ..... Time at this address: .....Years.....Months

Previous address 2: .....

.....

Postcode: ..... Time at this address: .....Years.....Months

If more space is required please use reverse of form

Tenant Credit Information

PLEASE NOTE: FAILURE TO DISCLOSE ADVERSE CREDIT COULD AFFECT YOUR APPLICATION

Do you have any current OR historic OR pending adverse credit?  Yes  No

If Yes, give details: .....

.....

Do you have any CCJs or Court Decrees?  Yes  No

If Yes, give details: .....

.....

Have you ever been declared bankrupt or any IVA's,etc?  Yes  No

If Yes, give details: .....

.....



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Section 3 – Current Landlord / Letting Agent

NOTE: Failure to provide adequate contact details could delay your application

Name of landlord / Letting agent: .....

Address line 1: .....

Address line 2: .....

Address line 3: .....

.....

Postcode: ..... Telephone number: .....

Mobile number:..... Fax number: .....

Email:.....

Tenancy start date:..... Current monthly rent: .....

Section 4 - Tenants Income Details

Current employment status

Please select:  Unemployed  Student

Is the position likely to change?  Yes  No If YES please provide details:

.....

.....

Additional income (proof will be required)

Do you have any other source of income?  Yes  No If YES please provide details:

Tax Credits £..... Disability Benefit £.....

Child Maintenance £..... Housing Benefit £.....

Carers Allowance £..... Fosterers Allowance £.....

Child Benefit £..... Employment Support Allowance £.....

Guardian Allowance £.....

Additional Income 1 £..... Additional Income 2 £.....

Description..... Description.....

.....



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Section 5 - Guarantor Personal Details

Title: ..... Forenames: .....
Middle names: .....
Surname: .....
Date of Birth: .....
Mobile number: ..... Contact number: .....
Email: .....
If you have ever been known by another name please confirm it here:
.....
Address line 1: .....
Address line 2: .....
Address line 3: .....
Postcode: ..... Time at this address: .....Years.....Months
Status: [ ] Owner [ ] Rented Accomodation [ ] Living with Parents/Friends
Other: .....

Previous addresses (if you have lived at the above address for less than 3 years)

Previous address 1: .....
Postcode: ..... Time at this address: .....Years.....Months
Previous address 2: .....
Postcode: ..... Time at this address: .....Years.....Months

Guarantor's Credit Information

PLEASE NOTE: FAILURE TO DISCLOSE ADVERSE CREDIT COULD AFFECT YOUR APPLICATION

Do you have any current OR historic OR pending adverse credit? [ ] Yes [ ] No
If Yes, give details: .....
Do you have any CCJs or Court Decrees? [ ] Yes [ ] No
If Yes, give details: .....
Have you ever been declared bankrupt or any IVA's,etc? [ ] Yes [ ] No
If Yes, give details: .....



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Section 6 - Guarantor's Employment Details

Current employment status

Please select: [ ] Employed [ ] Self Employed [ ] Retired [ ] Contract Worker [ ] Temp Worker [ ] Independent Means

NOTE: If Self-Employed, a Director of your own Company, Retired or Independent Means, go to Section 5 Failure to provide adequate contact details could delay your application

Name of company: Address line 1: Address line 2: Address line 3: Postcode: Position held: Contact name: Tel number: Fax number: Email: Gross Salary: Overtime: London Weighting: NI number: Payroll number: Start date: [ ] Full time [ ] Part time Is the position likely to change? [ ] Yes [ ] No If YES please complete next section

Future employment details

Please select: [ ] Employed [ ] Unemployed [ ] Self Employed [ ] Retired [ ] Contract Worker [ ] Temp Worker [ ] Student [ ] Independent Means

Name of company: Address line 1: Address line 2: Address line 3: Postcode: Position held: Contact name: Tel number: Fax number: Email: Gross Salary: Overtime: London Weighting: NI number: Payroll number: Start date: [ ] Full time [ ] Part time



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Any other source of income

Total anual amount: .....

Breakdown: .....

.....

.....

.....

Section 7 – Guarantor’s Accountant / Pension Provider

Self Employment / Retirement / Independent Means Start Date: ...../...../.....

Annual Income: £..... Will accountants be verifying income?  Yes  No

Does the applicant have a private pension:  Yes  No - How many?.....

Have finalized accounts:  Yes - by Accountant  Yes - Self Assessment  No

Name of Accountant: .....

Name of Pension Company:.....

Pension No: ..... Pension Amount: .....

Accountant details

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: ..... Position: .....

Contact name: .....

Tel number: ..... Fax number: .....

Email: .....



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Section 7 – Guarantor’s Landlord/Letting Agent

Name previous landlord / Letting agent:
Address line 1:
Address line 2:
Address line 3:
Postcode: Telephone number:
Mobile number: Fax number:
Email:
Tenancy start date: Current monthly rent:

Section 8 – Declaration

Declaration

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties as detailed above for the purpose of:

- Performing a credit search by a third party agency
Contacting my current, previous employers and referees to confirm the details provided
Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I am happy for 4you Lettings to contact me in respect to this application if required.

I have read and agree to be bound by the above terms

The details provided by you will be held by 4you Lettings and may be used to keep you up to date on our products and services and those of the 4you Lettings and other organisations we believe will be of interest to you. If you would prefer not to receive this information, please tick box.

Applicant Signature: Date:

Print name:

Guarantor Signature: Date:

Print name:

PLEASE RETURN THIS APPLICATION FORM TO YOUR LETTING AGENT

Should you have any questions regarding your application - please do not hesitate to contact us.





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## Supplementary Tenant Information

Please Complete This Form In Full And Return It To Your Letting Agent

Agent Name: 4you Lettings Ltd

### Personal details:

Name: .....

Contact Number: .....

Email address: .....

Date of Birth: .....

### Bank Details:

Please Provide Your Bank or Building Society Current Account Details

Bank account number: .....

Sort code: .....

Account holder name: .....

Name of Bank or Building Society: .....

### Other Occupants: Details Of Other People Who Will Be Staying In The Property

Number of adults: .....

Number of children: .....

Please provide dates of birth for your children

Child 1: ..... Child 2 .....

Child 3: ..... Child 4 .....

Child 5: ..... Child 6 .....

Child 7: ..... Child 8 .....

Are any of the occupants Smokers? Yes / No

Do you have any pets? Yes / No

If yes please provide details: .....

.....



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Emergency Contact: Please Provide Details Of Your Next Of Kin

Next of Kin name:.....

Contact telephone number:.....

Email address: .....

Home address: .....

.....

.....

Relationship to tenant: .....

Declaration

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■ Contacting my current, previous employers and referees to confirm the details provided
■ Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments. I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided. I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance. I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

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I have read and agree to be bound by the above terms.

Signed:..... Date: .....

Print name:.....

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