



REFERENCING SERVICE
UNEMPLOYED / HOUSING BENEFIT & GUARANTOR
APPLICATION

1501091

Oakley Box Estate Agents

145 New Union Street
Coventry

CV1 2PH

All boxes marked are MANDATORY and we are unable to proceed without the information.

1. SERVICE, PROPERTY AND LANDLORD DETAILS

This section should be completed by the **LETTING AGENT**

Please select the service required. WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Credit Profile Plus <input type="checkbox"/>		Comprehensive Plus <input type="checkbox"/>	
Xpress (6 Months) <input type="checkbox"/>	Extra (6 Months) <input type="checkbox"/>	Advantage (6 Months) <input type="checkbox"/>	<input type="checkbox"/>
Xpress (12 Months) <input type="checkbox"/>	Extra (12 Months) <input type="checkbox"/>	Advantage (12 Months) <input type="checkbox"/>	<input type="checkbox"/>

Address of property to be let:

Postcode:

Is this address: Private Residence Hotel / Hostel Room Only

Total rent for this property: £ per month Total rent for this applicant: £ per month

Is this property shared? Yes No If yes, number of sharers in the property:

Is this a student property? Yes No If yes, use the student guarantee application

Tenancy term: Years Months Tenancy Start Date:

Has the applicant completed all the necessary benefit application forms? Yes No

Have you or the applicant obtained a pre-tenancy determination? Yes No

Does this pre-tenancy determination equate to at least 85% of the rent for this property? Yes No

Prospective Landlord's name:

Prospective Landlord's address:

Postcode:

2. TENANT DETAILS

This section should be completed by the **TENANT**

Title: First Name: Surname:

Other Name(s): Date of Birth:

Telephone: Mobile:

Email:

Residential Status: Property Owner Council Tenant Private Tenant Living with Friends/Relatives

Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders? Yes No

If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.



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3. CURRENT & PREVIOUS ADDRESS(ES) OF THE PROSPECTIVE

TENANT

This section should be completed by the **TENANT**

Current Address:			
		Postcode:	
Period at address:		Years	
			Months
If you have been living at the current address for less than three years, please give details of your previous addresses. Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary			
Address 2:			
		Postcode:	
Period at address:		Years	
			Months
Address 3:			
		Postcode:	
Period at address:		Years	
			Months

4. CURRENT ESTATE AGENT/LANDLORD/MANAGING AGENT

This section should be completed by the **TENANT**

Name of Estate Agent/Landlord/Managing Agent (delete as appropriate):		
Address:		
		Postcode:
Telephone (day):		Telephone (evening):
Fax:		Email:

5. USEFUL INFORMATION

This section should be completed by the **TENANT**

Information requested in this box is not required for referencing purposes, however may assist your managing agent.			
Marital Status:	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Divorced / Separated <input type="checkbox"/>
	Other <input type="checkbox"/>		
Are you a smoker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	National Insurance Number: <input style="width: 150px;" type="text"/>
Do you have any pets? Please Detail:			
Names and ages of any children who will be occupying the property:			
Next of Kin (this should not be your spouse):			
Address:			
		Postcode:	
Telephone:		Relationship:	



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6. GUARANTOR DETAILSThis section should be completed by the **GUARANTOR**

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>					
Other Name(s):	<input type="text"/>			Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Telephone:	<input type="text"/>		Mobile:	<input type="text"/>						
Email:	<input type="text"/>									
Residential Status:	Property Owner	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>	Private Tenant	<input type="checkbox"/>	Living with Friends/Relatives	<input type="checkbox"/>		
Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders?										
If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.										
							Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7. CURRENT & PREVIOUS ADDRESS(ES) OF THE GUARANTORThis section should be completed by the **GUARANTOR**

Current Address:	<input type="text"/>				
	<input type="text"/>			Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Period at address:	<input type="text"/>	Years	<input type="text"/>	Months	
Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary					
Address 2:	<input type="text"/>				
	<input type="text"/>			Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Period at address:	<input type="text"/>	Years	<input type="text"/>	Months	

8. GUARANTOR'S EMPLOYMENTThis section should be completed by the **GUARANTOR**

Employed	<input type="checkbox"/>	Self-Employed	<input type="checkbox"/>	Please provide Accountant's details, or 3 years worth of SA302s or CIS Vouchers	On Contract	<input type="checkbox"/>	Retired	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	Student	<input type="checkbox"/>		Independent Means	<input type="checkbox"/>	Proof required if this box is ticked	
Details of current Employer / Pension Administrator / Accountant (delete as appropriate)								
Company Name:	<input type="text"/>			Contact Name:	<input type="text"/>			
Address:	<input type="text"/>							
	<input type="text"/>			Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Telephone:	<input type="text"/>		Fax:	<input type="text"/>				
Email:	<input type="text"/>							
Gross Salary / Pension / Drawings:	£	<input type="text"/>	per annum					
Payroll / Service / Pension Number:	<input type="text"/>							
Position Held:	<input type="text"/>			Start Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Is this position permanent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Will your employment change before the proposed tenancy starts?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If YES, please detail on a separate sheet			

