



## TENANT REFERENCING APPLICATION HELPNOTES

The attached application form is required to be completed and returned to us so that referenced can be applied for. When filling out the form please use **black ink and write in capitals**. The notes below will help you with the information that we require in order to proceed with your application.

When completing the referencing application form, you will need to have the following information / supporting documents with you:

- The full address of your current property, including the post code
- If less than three years at your current address, a list of all addresses for the last three years with post codes and dates of occupation
- The full company name, address and post code of your employer (if applicable)
- Telephone and **fax number** for your employer's personnel department (please note that mobile numbers are unacceptable for employers)
- A contact name / company name, address, telephone and **fax number** of current letting agent or landlord (if applicable)
- All telephone and fax numbers given must include the full area code
- If possible you must provide four proofs of your current address\* from two different sources. Two of these must not be more than three months old and the other two must be between 5 and 12 months old.

\*For this purpose we will only accept **Utility / Council Tax / Telephone / Mobile Phone / Credit Card statements / Invoices** (VISA, Mastercard, Diner or AMEX) as documentary proof. Please note that Bank Statements, DSS / Pension Pass Booklets, Benefit Vouchers are not acceptable as proof of residency.

**Please ensure that ALL referees you have supplied have been advised that they will be contacted by a referencing agency and request a speedy response otherwise your application may be delayed.**