



### 3.1 Previous Address (If at current & previous less than 6 years)

Previous address

Country

Postcode

Time at address

years months

### 4. Employment details (Employed & Self-employed)

Employment status (e.g. permanent) Name of organisation

Employment dates

From To

Position held

Contact name

Contact position

Accountant name (if self employed & applicable)

Contact telephone number

Contact E-mail address

### 5. Current landlord or agent (if currently renting)

Landlord/Agency name

Contact number

Email address

### 5a. Previous landlord or agent

Landlord/Agency name

Contact number

Email address

### 6. Guarantor

OPTIONAL

Title First name

Surname

Address

Postcode

Contact no

Income status (e.g. self/employed, retired)

## 7. Banker's Details

**Account holder name**

**Account number**

**Sort code**

## 8. Identification Validation (UK/International Passport, Driver's Licence, ID Card)

**ID Type (e.g. passport)**

**Document number**

**Issuer (eg UK Passport Office)**

## 9. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way.

Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise with Approved to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

**Signed**

**Date**

**Name**

## 10. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

## Guidance & Information

- Validating postcodes before submitting this form will speed up processing times (postcodeanywhere.com).
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- Unemployed & student applicants should include a Guarantor unless proof of alternative funding can be provided.
- Applicants with low incomes may be required to provide details of a suitable Guarantor.
- The Guarantor provided must be a homeowner and agree to act in this capacity. An affordability assessment & credit check will be performed during processing.
- The applicant's signed or verbal permission & identification **must** be obtained prior to submission of this application.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- You should, where possible advise referees that we will be contacting them as this will reduce delays.
- National Insurance number, monthly rental value and property to let sections are optional. Please consult [www.approved.org.uk](http://www.approved.org.uk) to establish whether you wish to include this information for processing.
- Any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place or offered. Details will also be added to our delinquent tenant & Defaulter database which may affect your ability to rent again in the future.

Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us via the following methods.

E-mail – [applications@approved.org.uk](mailto:applications@approved.org.uk)

Tel – 020 7164 6306

Fax – 0844 273 0175

**PLEASE RETURN THIS FORM VIA:  
FAX – 0844 412 7753  
E-MAIL – [applications@approved.org.uk](mailto:applications@approved.org.uk)**