



TENANT INFORMATION LETTER

WELCOME TO 4YOU LETTINGS

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
- 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)

CARD NUMBER.....
 EXPIRY DATE.....
 START DATE..... ISSUE.....
 SEC CODE..... ADDRESS.....



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Guarantor Application Form

Agent Name: 4you Lettings Ltd

Agent Code: 500133

Section 1 – To Be Completed By The Letting Agent

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

Rental property address

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

Tenancy details

Initial tenancy term:
 Enquiry number:
 Tenant surname:
 Amount of rent to be guaranteed:

Section 2 – Guarantor Personal Details

Personal Details

Title:
 Forename(s):
 Surname:
 Date of birth:
 Mobile number: Home number:
 E-mail address:

Employment status

Please select: Employed Retired Independent Means



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Present address

Address line 1:
Address line 2:
Address line 3:
Postcode: Time at this address:Years.....Months
Status: Homeowner Renting Living with Parents
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

Adverse credit

CCJ's / Court decrees / IVA's: Monetary value: £.....
If yes how many:

Section 3 – Guarantor’s Landlord / Letting Agent

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:



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Section 4 - Guarantor's Employment Details

Current employment details

Name of company:

Address line 1:

Address line 2:

Address line 3:

Postcode: Position held:

Contact name:

Tel number: Fax number:

Email:

Salary: NI number:

Payroll number: Start date:

Full time/ Part time Is the position likely to change? Yes / No

Previous employment details

(if you have been in your current employment for less than three years)

Name of company:

Address line 1:

Address line 2:

Address line 3:

Postcode: Position held:

Contact name:

Tel number: Fax number:

Email:

Salary: Full time/ Part time:

Start date: End date:



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Future employment details

(if current position is due to change in the near future)

Name of company:
Address line 1:
Address line 2:
Address line 3:
Postcode: Position held:
Contact name:
Tel number: Fax number:
Email:
Salary: Start date:
Payroll number:
Full time/ Part time Is the position likely to change? Yes / No

Other income details

.....
.....

Section 5 – Guarantor’s Accountant / Pension Provider

Accountant details

Name of company:
Address line 1:
Address line 2:
Address line 3:
Postcode: Position:
Contact name:
Tel number: Fax number:
Email:
Annual income: NI number:
Payroll number: Start date:



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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 and disclosed 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.

Guarantor Signature: Date:

Guarantor 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 on 0161 707 4745 or email us at info@4youlettings.co.uk



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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

Agent Code: 500133

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:.....

Are any of the occupants Smokers? Yes / No

Do you have any pets? Yes / No

If yes please provide details:

Emergency Contact: Please Provide Details Of Your Next Of Kin

Next of Kin name:.....

Contact telephone number:.....

e-mail address:

Home address:

Relationship to tenant:

Any other information which you feel may support your application



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Dear Employer,

We are a lettings company, and we are trying to complete an assessment for an employee of yours who is looking to stand as a guarantor for an applicant who wants to move into a new rented property.

We must carry out financial and background checks before they can act as a guarantor, and as part of our referencing procedure we need to confirm employment details. We have sent a reference request to you, please complete this and either fax or email the form back, or call us on the contact telephone number below.

Below is signed authority from your employee, giving permission for you to disclose information and verify the details they have provided to us. Without your reference we are unable to proceed with the application. Many thanks in advance for your assistance and cooperation.

I CONSENT TO MY EMPLOYER DISCLOSING DETAILS TO LET 4YOU LETTINGS ABOUT MY JOB TITLE, MY EMPLOYMENT START DATE, MY CURRENT GROSS SALARY, INCLUSIVE OF ANY BONUSES, WHETHER MY JOB IS TEMPORARY OR PERMANENT AND WHETHER MY JOB IS FULL TIME OR PART TIME.

Guarantor's Signature

Print Name

Date

Please contact us at your earliest convenience on 0161 707 4745 to provide us with an employment reference. You can also fax us on 0161 707 8813 or email us at info@4youlettings.co.uk. Our opening hours are Monday to Friday

09:00 to 17:30.