

Information Pack

For

Private Landlords

Austin Myer International Limited

Telephone 0845 123 5684 Fax 0845 458 0948

Address 430 Legacy Centre, Feltham, Middlesex TW13 6DH

www.austinmyer.com

AUSTIN MYER INTERNATIONAL LIMITED has been established since 2001. Together our staff have over **20 years** of tenant referencing **experience**.

We have seen the annual rise in the lettings market and we have always managed to keep up to date with the changes that this brings.

Our referencing process has evolved to keep up with the demands of the Landlords and the Letting Agents. We scrutinise every aspect of a tenant so that nothing is left to chance.

Insurance

One of the main changes in the rental market has been the increased demand for **Rent Protection Insurance**. This is becoming a must for landlords as they can see the benefit it brings in the event of unforeseen changes in the circumstances or their tenants.

Technological Advances

Technology is another change which we have welcomed as it has made our work somewhat easier. With the advent of online referencing and application tracking it has enabled us to speed up the process of referencing.

We are glad to say that we have been able to keep pace with our competitors so that we too can offer these facilities to our customers.

We have built an in house software and database to process applications more efficiently and economically. By keeping all our records in a central database we find it allows us to answer incoming enquiries from customers in a more professional way.

Personalised Service

We have successfully kept our prices at a very competitive rate even though we offer a personalised service which we believe is second to none.

Our aim is to provide all our customers with a single point of contact and this person will in effect become your account manager.

They will always be on hand to answer your questions and this will benefit you in so much as you will not be transferred from one person to another to find someone who is dealing with your application.

We also speak to the tenants on a regular basis so that if any delays occur in processing the application it can be resolved sooner rather than later.

We continually try to evolve our referencing procedure so as not to become complacent and in this way we give our best efforts to the **Customer**.

Obtaining references for future tenants is a very important part of the letting process. When done thoroughly we can weed out fraudulent people and also any adverse credit history.

"We endeavour to take the entire burden away from you"

With our experience we have refined our procedures so that the whole process is smooth from start to finish for all concerned. Below is an explanation of our procedure.

1. Completed applications are received from the Agent or the tenant by fax, email or post
2. **Applications** are checked for missing information needed to properly reference
3. The application is keyed into our software and assigned a unique ID
4. Once we have obtained all the relevant contact details the references are sent out
5. Once we receive the required **References** in writing the **Final Report** can be compiled
6. A **Credit Search** is carried out to find out about credit history and voters roll information
7. The final report is either faxed or emailed to you

Reporting

We always aim to keep you fully informed at all times by way of emailed or faxed updates.

A **Daily Update** will be sent to you at the end of each day which lists all the applications received by us. In doing this we can eliminate any missing faxes that often occur when using fax machines.

We can provide an **Interim Report** when for example there is a delay in processing the application. This will detail the work which has been carried out to that point.

Our Recommendations

We always provide a pass or fail on our final reports so that it gives you a guide as to the suitability of the tenant. A pass mark of **65** or more is good and anything below 65 points is a fail. We always give our reasons for the final result.

AUSTIN MYER TRC000 ☎ 0845 123 5684 ☎ 0845 458 0948 Email: enquiries@austinmyer.com www.austinmyer.com		TENANT APPLICATION 24 HOUR SERVICE ☐ Fax by 10:00 hrs 48 HOUR SERVICE ☐ Fax by 15:00 hrs	
<p>ONE TO THE CONFIDENTIAL NATURE OF THE INFORMATION SUPPLIED & REQUESTED, WE REQUEST THAT NO EXPLANATION WILL BE GIVEN IF WE WERE UNABLE TO RECOMMEND A TENANT. HOWEVER YOU MAY REQUEST THE NAME OF THE CREDIT REFERENCE AGENCY SEARCHED. AN ADMINISTRATION CHARGE OF £10 WILL BE APPLIED TO THIS SERVICE. IF REFERENCES PROVE UNSATISFACTORY OR FOR ANY REASON YOU WITHDRAW YOUR APPLICATION THIS CHARGE WILL NOT BE REFUNDED IN WHOLE OR IN PART.</p> <p>THIS FORM MUST BE COMPLETED IN BLACK INK, IN BLOCK CAPITALS. ALL EMAILS SUPPLIED WILL GREATLY SPEED UP THE APPLICATION</p> <p>1. PROPOSED RENTAL ACCOMMODATION DETAILS</p> <p>Rental address: _____ Postcode: _____</p> <p>Total Rent: _____ Your share of rent: _____ Rental period: 6/12/18 months _____ Date to move in: _____</p> <p>If this is a joint tenancy please list all other tenants including you:</p> <p>Tenant 1: Mr/Mrs/Ms _____ Age: _____ Tenant 2: Mr/Mrs/Ms _____ Age: _____ Tenant 3: Mr/Mrs/Ms _____ Age: _____ Tenant 4: Mr/Mrs/Ms _____ Age: _____</p> <p>2. PERSONAL INFORMATION (Part of this information is required for a credit check and to obtain references)</p> <p>Property owner ☐ Private tenant ☐ With parents ☐ Council tenant ☐ With friends ☐ Other ☐ - Please specify</p> <p>Applicant's full name: Mr/Mrs/Ms _____</p> <p>Current address: _____ Postcode: _____</p> <p>Home tel: _____ Mobile: _____ Email: _____</p> <p>Date of birth: _____ NI No: _____ Driving licence no: _____ Smoker: Yes/No _____</p> <p>Length of time resided here: _____ Do you have any pets: Yes/No If yes give details: _____</p> <p>Marital status: Married ☐ Single ☐ Divorced ☐ Separated ☐ Do you have any children: Yes/No If yes please give details below:</p> <p>Name: Mr/Mrs/Ms _____ Age: _____ Name: Mr/Mrs/Ms _____ Age: _____ Name: Mr/Mrs/Ms _____ Age: _____ Name: Mr/Mrs/Ms _____ Age: _____</p> <p>3. PREVIOUS ADDRESS (Part of this information is also required for a credit check)</p> <p>Current address: _____ Postcode: _____</p> <p>Resided here from: _____ to _____ Reason for leaving: _____</p> <p>4. CREDIT HISTORY (This information is used by us to recommend you for rental)</p> <p>Are you aware of any CCJ's or Bankruptcy orders? Yes/No If yes give details: _____</p> <p>5. NEXT OF KIN (Not a spouse)</p> <p>Name: Mr/Mrs/Ms _____ Tel: _____ Address: _____ Postcode: _____</p> <p>6. CURRENT RENTAL INFORMATION (This information is used by us to recommend you for rental)</p> <p>Landlord / Agent name: _____ Tel: _____ Address: _____ Postcode: _____</p> <p>Fax: _____ Email: _____ www: _____</p> <p>Tenancy from: _____ to _____ Rent being paid: _____ Reason for leaving: _____</p> <p>7. ADDITIONAL DOCUMENTS (One document from section A, B & C is mandatory - 3 in total. Tick the ones you will be sending)</p> <p>A. Address Verification Proof ☐ B. Photographic Identity Proof ☐ C. Proof of National Insurance Number ☐</p> <p>☐ Gas / Electricity bill ☐ Passport (photo section) ☐ PFI0 ☐ Bank / Building Society Statement ☐ Photo Driving Licence (photo licence) ☐ Payslips ☐ Telephone bill ☐ Photographic I.D. such as Gym membership ☐ Photocopy of National Insurance Card</p>			

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8. EMPLOYMENT DETAILS (To obtain a reference from someone who can confirm your salary and other details)	
Company name: _____	Year established: _____
Trading address: _____	Postcode: _____
Name of contact: Mr/Mrs/Ms _____	Job title: _____
Contacts tel: _____	Contacts fax: _____
Email: _____	
Your job title: _____	Present salary: _____
Your tel: _____	Your email: _____
Your Staff/Payroll No: _____	
Are you: Full time ☐ or Part time ☐ & Permanent ☐ or Temporary ☐ If temporary what is the length of your contract: _____ mths.	
Are your current job circumstances due to change? Yes/No If yes give details: _____	
9. SELF EMPLOYMENT DETAILS (If you have been trading less than 1 year we will obtain a bank reference)	
Company name: _____	Year established: _____
Trading address: _____	Postcode: _____
Tel: _____	Fax: _____
Email: _____	
Is your company: Limited ☐ Partnership ☐ Sole Trader entity ☐ If limited - Company Registration No: _____	
10. ACCOUNTANT DETAILS (We will be obtaining a reference from your accountant - please provide up to date details)	
Company name: _____	Accountant's name: Mr/Mrs/Ms _____
Trading address: _____	Postcode: _____
Tel: _____	Fax: _____
Email: _____	
11. TRADE REFEREE DETAILS (Details of at least 1 supplier is required for all self employed applicants)	
Company name: _____	Contact: Mr/Mrs/Ms _____
Address: _____	Postcode: _____
Tel: _____	Fax: _____
Email: _____	
12. BANK OR BUILDING SOCIETY DETAILS (These details will be used for pensioners and self employed applicants)	
Bank / Building society: _____	Contact: Mr/Mrs/Ms _____
Address: _____	Postcode: _____
Account holder's name: Mr/Mrs/Ms _____	Account opened date: _____
Account number: _____	Sort code: _____ - _____
Type of account: CURRENT / SAVINGS	
13. CHARACTER REFEREE (Please provide details of someone who is not related to you)	
Name: Mr/Mrs/Ms _____	Tel: _____
Address: _____	Postcode: _____
14. RESIDENTIAL STATUS	
Your nationality: _____	Which country's passport do you hold: _____
Length of time resided in UK: _____ Do you have a valid work permit: Yes/No Please give details: _____	
15. DECLARATION	
I CONFIRM THAT THE INFORMATION PROVIDED BY ME IS TRUE AND CORRECT AND THAT I HAVE NO OBJECTIONS IN ALLOWING AUSTIN MYER INTERNATIONAL LTD, 430 LEGACY CENTRE, FELTHAM, MIDDLESEX, TW13 6DH, TO USE MY FULL NAME AND ADDRESS FOR THE PURPOSES OF THIS APPLICATION. I UNDERSTAND THAT THE RESULTS OF THE SEARCH WILL BE FORWARDED TO THE EMPLOYER OF THE APPLICANT OR LANDLORD AND MAY BE ACCESSIBLE TO ANY OTHER PARTY. I AGREE THAT AUSTIN MYER INTERNATIONAL LTD OR THEIR AGENTS MAY SEARCH THE ALES OF A CREDIT REFERENCE AGENCY WHICH WILL KEEP A RECORD OF THAT SEARCH. I UNDERSTAND THAT NO DETAILS OF THE SEARCH WILL BE GIVEN TO ME BY THE CREDIT REFERENCE AGENCY OR I WILL REQUEST THE NAME AND ADDRESS OF THE CREDIT REFERENCE AGENCY. I AGREE AND GIVE A FULL COPY OF ANY INFORMATION PROVIDED. AUSTIN MYER INTERNATIONAL LTD WILL BE RESPONSIBLE FOR THE USE AND ACCESS OF THE DATA ON THE FORM. ALSO I AGREE THAT IN THE EVENT OF MY DEFAULTING ON THE RENTAL AGREEMENT THAT ANY SUCH DEFAULT MAY BE RECORDED WITH THE CREDIT REFERENCE AGENCY AND BY AFFECT MY FUTURE EMPLOYMENT OR CREDIT RATING IN THE FUTURE. I AGREE TO ALLOW AUSTIN MYER INTERNATIONAL LTD TO TAKE UP ANY OF THE FOLLOWING REFERENCES: EMPLOYER REFERENCE, ACCOUNTANT REFERENCE, TRADE REFERENCE, BANK STATEMENT ENQUIRY, RENTAL REFERENCE, PENSION REFERENCE, STUDENT VERIFICATION REFERENCE.	
Printed name: _____	Signature: _____
Date: _____	_____

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		430 Legacy Centre, Feltham, Middlesex, TW13 6DH Tel: 0845 123 5684 Fax: 0845 458 0948 www.austinmyer.com	
A LETTING AGENT SAMPLE TENANCY SEARCH REPORT			
APPLICATION REFERENCE NUMBER	30000	FULL NAME OF APPLICANT	MR TONY MADAHAR
PROPOSED RENTAL ADDRESS	430 LEGACY CENTRE	TOTAL RENTAL FOR ADDRESS	£1,000
APPLICANTS SHARE OF RENT	£500	TOTAL NUMBER OF TENANTS	2
REPORT COMPLETED ON	01/04/2006	JOINT APPLICANT	COMPREHENSIVE CHECK - 48 HRS
65 POINTS - PASSED			
Rent Guarantee Insurance with Legal Protection Cover: We provide rent guarantee insurance for all successful tenants who have been referred to us. Rent guarantee insurance will cover the monthly rental in the event of a tenant not paying the rent. Legal fees for the eviction of the tenants are included in the premium.		Other insurance products are:- Legal Protection Insurance Buildings Insurance Contents Insurance Home Emergency Insurance Tenant Contents Insurance For further details please see accompanying sheet.	
WE REPORT ON THE SUBJECT OF YOUR ENQUIRY, ACTING ON THE INFORMATION RECEIVED TOGETHER WITH ALL THE INFORMATION SUPPLIED ON THE APPLICATION FORM. WE FIND AS FOLLOWS FOR THE ABOVE APPLICANT, WE HAVE CHECKED AND VERIFIED THE RELEVANT INFORMATION PROVIDED ON THE APPLICATION FORM. FURTHER ENQUIRIES HAVE BEEN MADE BY US TO DETERMINE THE SUITABILITY OF THE APPLICANT.			
ADDRESS INFORMATION: ON THE ELECTORAL REGISTER AT CURRENT ADDRESS FROM 2004 TO CURRENT REGISTER. NO ADVERSE CREDIT HISTORY WAS FOUND.			
EMPLOYMENT INFORMATION: COMPANY NAME: AUSTINMYER INTERNATIONAL LTD JOB TITLE: MANAGER START DATE: 01/01/01 ANNUAL SALARY: £10,000.00 EMPLOYMENT STATUS: FULL TIME PERMANENT			
RENTAL INFORMATION: NAME OF LANDLORD / MANAGING AGENT: A LETTING AGENT LENGTH OF TIME RENTING: 12 MONTHS MONTHLY RENT PAID: £500.00 RENT PAID ON TIME THE PROPERTY LOOKED AFTER - YES			
<small>Acceptance Conditions of Instructions</small> While every precaution is taken to ensure the accuracy of the information provided, no guarantee as to its total veracity is given. This information is provided on a strictly confidential basis for the exclusive use of the client and must not be divulged to any third Party Without the consent in writing of Austin Myer International Ltd. Data Protection Registration No 25620783 Consumer Credit Licence No 512057			

Consumer Searches

Credit checks can reveal a lot of information about someone whether they are employed, self employed or unemployed. The information is used by all companies dealing with money lending or other finance related enterprises.

We offer a service whereby we can carry out credit searches on tenants and turnaround the results within 3 hours. We offer discounts on volume to make it cost effective for you.

The following shows the type of information revealed in credit searches:

1. Alias Details – if the tenant is using a different name for day to day activities
2. Notice of Correction – comments and remarks about the tenant detailing further information
3. Electoral Roll – this shows the dates at which the tenant resided at their addresses
4. Public Information – this will reveal county court judgements and bankruptcy searches
5. Previous Searches – shows if there have been excessive credit searches made on the tenant
6. Address Links – sometimes previous addresses are found if they are linked to the tenant

Commercial Searches

We try to cover all the bases when referencing tenants. This means that if a tenant is self employed we will endeavour to ‘check-out’ their company as well.

By doing this we can eliminate some of the uncertainty about the background of the tenant. In some cases it is not possible to credit check the tenants’ company. In these situations we opt to collect information such as accounting records, tax returns etc.

By carrying out a check on the tenants company we can determine whether or not we should consider the income received from this. In cases where the company is new or not yet successful we will consider taking a bank reference.

The following shows some of the information revealed in commercial credit searches:

1. Company’s last submitted accounts
2. Information on Directors
3. Any mortgage charges / CCJ's for the company
4. Credit Risk Score



Price List

<u>TENANT APPLICATIONS:</u>	Gross
Comprehensive Reference Check	£20.00
Credit Check	£8.00

Comprehensive Reference Checks comprise of: Credit Check, Income Reference, Current Rental Reference (if applicable).



Terms & Conditions

1. We open between 9.00 am to 5.00 pm, Monday to Friday inclusive. We are closed on all UK Public & Bank holidays.
2. 24 Hours Applications must be sent to Austin Myer International Ltd by 10.00 am for completion on time.
3. Austin Myer International Ltd will issue invoices to the Billing Address of the Landlord for all assessments completed on a monthly basis. All assessments will be identified by their unique identification number and Austin Myer International Ltd will dispatch the invoice within five working days from the end of the date of the relevant invoicing period. The Landlord undertakes to ensure payment is made within fourteen days of the invoice date. If two continuous invoices are being settled late on a regular basis we will reserve the right to charge interest from the third invoice onwards.
4. Austin Myer International Ltd agrees to use all reasonable endeavours to provide the Service to the Landlord during each working day and during normal working hours.
5. In using the Service the Landlord will provide Austin Myer International Ltd with an assessment application form duly completed with all essential data in a complete and unabridged form in legible handwriting or typed script. A contact telephone number and contact address for all referees shall be provided in the appropriate field on the assessment Application Form and if available a contact fax number is to be provided.
6. Austin Myer International Ltd requires the following information to carry out further checks on prospective tenants: Address verification proof such as a utility bill, bank statements. Photographic identity proof such as a passport, photo driving licence, photographic proof of id such as membership of a health or fitness centre. Proof of National Insurance No such as a P60 or payslips. These documents are required to complete our verification service.
7. If Austin Myer International Ltd determines that essential data has been omitted from the assessment application form, the Landlord will be notified within two hours of receipt of the assessment application form by either telephone, fax or email that further information is required and pending the arrival of that further information the start time for the reference process will be abated until such time as the relevant information is received by fax, telephone or email at Austin Myer International Ltd. Pending arrival of further requested information Austin Myer International Ltd will continue where possible to process the reference in relation to the Essential Data that is then within its possession.
8. We will charge for all applications if cancelled after two hours of sending to Austin Myer International Ltd.
9. Any amendments to final reports must be sent to Austin Myer International Ltd in writing or by email. All completed reports are valid for six months only. If a tenancy is renewed after six months without a comprehensive reference check being completed by Austin Myer International Ltd then we take no responsibility in the event of a tenant defaulting on their rent. In the event of the Landlord wishing to take an insurance product our references are then valid up to twelve months.
11. We may review your pricing structure on an annual basis. Notice of any change in price will be given in writing.

Please sign and date below to acknowledge you have read and understood the Terms & Conditions

Full name:

Signature:

Date:

/

/ 2009



Registration Form

NEW LANDLORD REGISTRATION FORM

Name:

Full address:

Postcode

Telephone No:

Fax No:

Email address (for updates etc):

BY WHICH METHOD WOULD YOU LIKE US TO SEND REPORTS & UPDATES TO YOU?

FAX

EMAIL

Signature:

Date:

/

/ 2009

Please complete in full and Fax back the completed form to 0845 458 0948 or 0845 833 0898. Thank you.

For the use of Austin Myer International Ltd.

Name:

Position:

Signed:

Date:

/

/ 2009

Landlord Name		TENANT APPLICATION	
Tel	Mob	24 HOUR SERVICE <input type="checkbox"/> Fax by 10:00 hrs	
Email		48 HOUR SERVICE <input type="checkbox"/> Fax by 15:00 hrs	
<p>DUE TO THE CONFIDENTIAL NATURE OF THE INFORMATION SUPPLIED & REQUIRED, WE REGRET THAT NO EXPLANATION WILL BE GIVEN IF WE WERE UNABLE TO RECOMMEND A TENANCY. HOWEVER YOU MAY REQUEST THE NAME OF THE CREDIT REFERENCE AGENCY SEARCHED. AN ADMINISTRATION CHARGE OF £10 WILL BE APPLIED TO THIS SERVICE. IF REFERENCES PROVE UNSATISFACTORY OR FOR ANY REASON YOU WITHDRAW YOUR APPLICATION THIS CHARGE WILL NOT BE REFUNDED IN WHOLE OR IN PART.</p> <p>THIS FORM MUST BE COMPLETED IN BLACK INK, IN BLOCK CAPITALS. ALL EMAILS SUPPLIED WILL GREATLY SPEED UP THE APPLICATION</p>			
1. PROPOSED RENTAL ACCOMMODATION DETAILS			
Rental address:		Postcode:	
Total Rent:	Your share of rent:	Rental period: 6/12/18 months	Date to move in:
If this is a joint tenancy please list all other tenants below. Total number of tenants including you :			
Tenant 1: Mr/Mrs/Ms	Age:	Tenant 2: Mr/Mrs/Ms	Age:
Tenant 3: Mr/Mrs/Ms	Age:	Tenant 4: Mr/Mrs/Ms	Age:
2. PERSONAL INFORMATION (Part of this information is required for a credit check and to obtain references)			
Property owner <input type="checkbox"/> Private tenant <input type="checkbox"/> With parents <input type="checkbox"/> Council tenant <input type="checkbox"/> With friends <input type="checkbox"/> Other <input type="checkbox"/> - Please specify			
Applicant's full name: Mr/Mrs/Ms			
Current address:		Postcode:	
Home tel:	Mobile:	Email:	
Date of birth:	NI No:	Driving licence no:	Smoker: Yes/No
Length of time resided here:		Do you have any pets: Yes/No If yes give details:	
Marital status: Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Do you have any children: Yes/No If yes please give details below:			
Name: Mr/Mrs/Ms	Age:	Name: Mr/Mrs/Ms	Age:
Name: Mr/Mrs/Ms	Age:	Name: Mr/Mrs/Ms	Age:
3. PREVIOUS ADDRESS (Part of this information is also required for a credit check)			
Address:		Postcode:	
Resided here from:	to	Reason for leaving:	
4. CREDIT HISTORY (This information is used by us to recommend you for rental)			
Are you aware of any CCJ's or Bankruptcy orders? Yes/No If yes give details:			
5. NEXT OF KIN (Not a spouse)			
Name: Mr/Mrs/Ms		Tel:	
Address:		Postcode:	
6. CURRENT RENTAL INFORMATION (This information is used by us to recommend you for rental)			
Landlord / Agent name:		Tel:	
Address:		Postcode:	
Fax:	Email:	www.	
Tenancy from:	to	Rent being paid:	Reason for leaving:
7. ADDITIONAL DOCUMENTS (One document from section A, B & C is mandatory - 3 in total. Tick the ones you will be sending)			
A. Address Verification Proof	B. Photographic Identity Proof	C. Proof of National Insurance Number	
<input type="checkbox"/> Gas / Electricity Bill	<input type="checkbox"/> Passport (photo section)	<input type="checkbox"/> P60	
<input type="checkbox"/> Bank / Building Society Statement	<input type="checkbox"/> Photo Driving Licence (photo licence)	<input type="checkbox"/> Payslips	
<input type="checkbox"/> Telephone bill	<input type="checkbox"/> Photographic I.D. such as Gym membership	<input type="checkbox"/> Photocopy of National Insurance Card	

8. EMPLOYMENT DETAILS (To obtain a reference from someone who can confirm your salary and other details)

Company name: _____ Year established: _____

Trading address: _____ Postcode: _____

Name of contact: Mr/Mrs/Ms _____ Job title: _____

Contacts tel: _____ Contacts fax: _____ Email: _____

Your job title: _____ Present salary: _____ Date started: _____

Your tel: _____ Your email: _____ Your Staff/Payroll No: _____

Are you: Full time or Part time & Permanent or Temporary If temporary what is the length of your contract: _____ mths.

Are your current job circumstances due to change? Yes/No If yes give details: _____

9. SELF EMPLOYMENT DETAILS (if you have been trading less than 1 year we will obtain a bank reference)

Company name: _____ Year established: _____

Trading address: _____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

Is your company: Limited Partnership Sole Trader entity If limited – Company Registration No: _____**10. ACCOUNTANT DETAILS** (We will be obtaining a reference from your accountant – please provide up to date details)

Company name: _____ Accountant's name: Mr/Mrs/Ms _____

Trading address: _____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

11. TRADE REFEREE DETAILS (Details of at least 1 supplier is required for all self employed applicants)

Company name: _____ Contact: Mr/Mrs/Ms _____

Address: _____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

12. BANK OR BUILDING SOCIETY DETAILS (These details will be used for pensioners and self employed applicants)

Bank / Building society: _____ Contact: Mr/Mrs/Ms _____

Address: _____ Postcode: _____

Account holder's name: Mr/Mrs/Ms _____ Account opened date: _____

Account number: _____ Sort code: - - _____ Type of account: CURRENT / SAVINGS

13. CHARACTER REFEREE (Please provide details of someone who is not related to you)

Name: Mr/Mrs/Ms _____ Tel: _____

Address: _____ Postcode: _____

14. RESIDENTIAL STATUS

Your nationality: _____ Which country's passport do you hold: _____

Length of time resided in UK: _____ Do you have a valid work permit: Yes/No Please give details: _____

15. DECLARATION

I CONFIRM THAT THE INFORMATION PROVIDED BY ME ON THIS FORM IS TRUE & CORRECT & THAT I HAVE NO OBJECTIONS IN ALLOWING AUSTIN MYER INTERNATIONAL LTD, 430 LEGACY CENTRE, FELTHAM, MIDDLESEX, TW13 6DH, TO VERIFY THIS INFORMATION BY THE USE OF A CREDIT REFERENCE AGENCY. I AUTHORISE AUSTIN MYER TO USE MEANS OUTSIDE THE EEC TO PROCESS THE INFORMATION PROVIDED BY ME ON THIS FORM. IN THE FUTURE I WOULD WELCOME OFFERS FOR OTHER SERVICES. YES NO .

I AUTHORISE AUSTIN MYER INTERNATIONAL LTD TO TAKE UP ANY OF THE FOLLOWING: EMPLOYER REFERENCE, ACCOUNTANT REFERENCE, TRADE REFERENCE, BANK STATUS ENQUIRY, RENTAL REFERENCE, PENSION REFERENCE, AND STUDENT VERIFICATION REFERENCE.

Printed name: _____

Date: _____ Signature:

Landlord Name		GUARANTOR APPLICATION 24 HOUR SERVICE <input type="checkbox"/> Fax by 10:00 hrs 48 HOUR SERVICE <input type="checkbox"/> Fax by 15:00 hrs
Tel	Mob	
Email		
DUE TO THE CONFIDENTIAL NATURE OF THE INFORMATION SUPPLIED & REQUIRED, WE REGRET THAT NO EXPLANATION WILL BE GIVEN IF WE WERE UNABLE TO RECOMMEND A TENANCY. HOWEVER YOU MAY REQUEST THE NAME OF THE CREDIT REFERENCE AGENCY SEARCHED. AN ADMINISTRATION CHARGE OF £10 WILL BE APPLIED TO THIS SERVICE. IF REFERENCES PROVE UNSATISFACTORY OR FOR ANY REASON YOU WITHDRAW YOUR APPLICATION THIS CHARGE WILL NOT BE REFUNDED IN WHOLE OR IN PART.		
THIS FORM MUST BE COMPLETED IN BLACK INK, IN BLOCK CAPITALS. ALL EMAILS SUPPLIED WILL GREATLY SPEED UP THE APPLICATION		
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Rental address:		Postcode:
Total Rent:	Tenant's share of rent:	Rental period: 6/12/18 months Date to move in:
If this is a joint tenancy please list all other tenants below. Total number of tenants including you :		
Tenant 1: Mr/Mrs/Ms	Age:	Tenant 2: Mr/Mrs/Ms Age:
Tenant 3: Mr/Mrs/Ms	Age:	Tenant 4: Mr/Mrs/Ms Age:
2. PERSONAL INFORMATION (Part of this information is required for a credit check and to obtain references)		
Property owner <input type="checkbox"/> Private tenant <input type="checkbox"/> With parents <input type="checkbox"/> Council tenant <input type="checkbox"/> With friends <input type="checkbox"/> Other <input type="checkbox"/> - Please specify		
Guarantor's full name: Mr/Mrs/Ms		
Current address:		Postcode:
Home tel:	Mobile:	Email:
Date of birth:	NI No:	Driving licence no:
Length of time reside here:		
3. PREVIOUS ADDRESS (Part of this information is also required for a credit check)		
Address:		Postcode:
Resided here from:	to	Reason for leaving:
4. CREDIT HISTORY (This information is used by us to recommend you for rental)		
Are you aware of any CCJ's or Bankruptcy orders? Yes/No If yes give details:		
5. ADDITIONAL DOCUMENTS (One document from section A, B & C is mandatory - 3 in total. Tick the ones you will be sending)		
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<input type="checkbox"/> Gas / Electricity Bill	<input type="checkbox"/> Passport (photo section)	<input type="checkbox"/> P60
<input type="checkbox"/> Bank / Building Society Statement	<input type="checkbox"/> Photo Driving Licence (photo licence)	<input type="checkbox"/> Payslips
<input type="checkbox"/> Telephone bill	<input type="checkbox"/> Photographic I.D. such as membership of a Health & Fitness centre or Gym	<input type="checkbox"/> Photocopy of National Insurance Card
6. EMPLOYMENT DETAILS (To obtain a reference from someone who can confirm your salary and other details)		
Company name:		Year established:
Trading address:		Postcode:
Name of contact: Mr/Mrs/Ms		Job title:
Contacts tel:	Contacts fax:	Email:
Your job title:	Present salary:	Date started:
Your tel:	Your email:	Your Staff/Payroll No:
Are you: Full time <input type="checkbox"/> or Part time <input type="checkbox"/> & Permanent <input type="checkbox"/> or Temporary <input type="checkbox"/> If temporary what is the length of your contract: mths.		
Are your current job circumstances due to change? Yes/No If yes give details:		

7. SELF EMPLOYMENT DETAILS (if you have been trading less than 1 year we will obtain a bank reference)

Company name: _____ Year established: _____

Trading address: _____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

Is your company: Limited Partnership Sole Trader entity If limited – Company Registration No: _____

8. ACCOUNTANT DETAILS (We will be obtaining a reference from your accountant – please provide up to date details)

Company name: _____ Accountant's name: Mr/Mrs/Ms

Trading address: _____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

9. TRADE REFEREE DETAILS (Details of at least 1 supplier is required for all self employed applicants)

Company name: _____ Contact: Mr/Mrs/Ms

Address: _____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

10. BANK OR BUILDING SOCIETY DETAILS (These details will be used for pensioners and self employed applicants)

Bank / Building society: _____ Contact: Mr/Mrs/Ms

Address: _____ Postcode: _____

Account holder's name: Mr/Mrs/Ms Account opened date: _____

Account number: _____ Sort code: - - Type of account: CURRENT / SAVINGS

11. CHARACTER REFEREE (Please provide details of someone who is not related to you)

Name: Mr/Mrs/Ms Tel: _____

Address: _____ Postcode: _____

12. RESIDENTIAL STATUS

Your nationality: _____ Which country's passport do you hold: _____

Length of time resided in UK: _____ Do you have a valid work permit: Yes/No Please give details: _____

13. DECLARATION

I CONFIRM THAT THE INFORMATION PROVIDED BY ME ON THIS FORM IS TRUE & CORRECT & THAT I HAVE NO OBJECTIONS IN ALLOWING AUSTIN MYER INTERNATIONAL LTD, 430 LEGACY CENTRE, FELTHAM, MIDDLESEX, TW13 6DH, TO VERIFY THIS INFORMATION BY THE USE OF A CREDIT REFERENCE AGENCY. I AUTHORISE AUSTIN MYER TO USE MEANS OUTSIDE THE EEC TO PROCESS THE INFORMATION PROVIDED BY ME ON THIS FORM.

I AUTHORISE AUSTIN MYER INTERNATIONAL LTD TO TAKE UP ANY OF THE FOLLOWING: EMPLOYER REFERENCE, ACCOUNTANT REFERENCE, TRADE REFERENCE, BANK STATUS ENQUIRY, RENTAL REFERENCE AND PENSION REFERENCE.

Printed name: _____

Date: _____ Signature: