

## Property Reservation Form

COMPANY NAME

ACCOUNT NUMBER

CONTACT NAME

**ALL PARTS OF THIS APPLICATION SHOULD BE FULLY COMPLETED AS FAILURE TO DO SO MAY AFFECT YOUR APPLICATION**

**Private and Confidential**

### Property Details

Address:

Rent:

Rental Period:

Intended occupation date:

### About the Applicant

Mr  Mrs  Miss  Ms

(Please provide any previous names)

First Names:

Surname:

Date of Birth:

National Insurance No:

Passport Number for non-U.K Residents:

### Current Address

Address:

Town:

County:

Postcode:

Telephone No:

Email Address:

Time at this address:

years

Months

Are you the owner of the property? YES  NO

Do you pay a mortgage on this property? YES  NO

Please state the monthly payment for your mortgage/rent/etc. £

£

(If no, state whether council tenant, private tenant or living with parents etc.)

### Previous address (if less than seven years at the above)

Address:

Town:

County:

Postcode:

Time at this address: years

months

State whether council tenant, private tenant or living with parents etc.:

Do you have any County Court Judgments/Bankruptcy/Poor Credit history YES/NO  
(If yes, please give details on a separate sheet)

Are you married/divorced/single etc.

Do you have any children YES/NO - If yes please state ages

Do you own a vehicle YES/ NO (if yes please state reg. No & Model

Do you smoke. Yes/No

<b>Managing Agent/Private Landlord</b>	<b>Current/Previous</b>
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Landlords Name:	Rent/Per/Month £
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Address:
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Town:	Post Code:
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Daytime Telephone No:
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Email Address:
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<b>Your present employer</b>
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**(If you are self-employed please give Accountant's name & telephone number.)**

Company:	Address:
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Town:	County:
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Employers telephone No:	Email address:
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Position:	Salary:
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Employment Commencement Date:	Payroll No:
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Contact Name:	Position:
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<b>Are you aware of any reason why your employment may change in the near future. YES/NO If yes please provide detail on a separate sheet.</b>
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<b>Your previous employer (If less than three years at the above)</b>
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Company:	Address:
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Town:	County:
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Postcode:	Telephone No:
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Position:	Period Of Employment:
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**Next of Kin (This must be a relative)**

Name:	Email address:	
Address:		
Town:	County:	Post Code:
Daytime Telephone No.:		Evening Telephone No:

**Emergency Contact**

Name:	Relationship:
Address:	Town:
Telephone No:	

**Bank/Building Society Details:**

Bank Name:	Address:	
Town:	County:	
Telephone No:	A/c No:	Sort Code:
A/c Type:	Account holder's Name:	

**IMPORTANT - The application will not be processed unless the declaration below is signed**  
**TERMS AND CONDITIONS OF CHECKSEARCH HOUSING ASSESSMENT**

1. I agree that all parties on this form can be contacted and that these parties can provide all information they are asked for and also that this information may then be shared with a prospective landlord and / or their agent.
2. I authorise that Checksearch Housing may confirm my bank/building society details given above are correct.
3. I understand that checks will be made with County Court registers and if any unsatisfied County Court Judgements or adverse credit is registered against me the reservation may be cancelled and the deposit may be forfeited.
4. All information is only used to make an assessment for credit/insurance, property rental decisions.
5. To the best of my knowledge and belief the information I have given on this form is correct and complete.
6. I understand that if any unsatisfactory references are obtained or that if I give any false or misleading information that this may affect my assessment. The reservation could be cancelled and the deposit may be forfeited.
7. I confirm that should the tenant default on their rent payments I may be liable for any outstanding payments due.
8. I agree that Checksearch Housing may search the files of a credit reference agency, which will keep a record of that search. Details of how I conduct the account may also be disclosed to the agency.
9. Checksearch Housing will be complaint with the general data protection regulations (GDPR) from the 25 May 2018 implementation date.
10. The information that is shared with checksearch housing will be processed as per the GDPR.

**Signed:**

**Dated:**