

REFERENCING SERVICE
INDIVIDUAL'S APPLICATION
FOR TENANCY



REFERENCING SERVICE INDIVIDUAL'S APPLICATION FOR TENANCY



All areas marked in yellow are **MANDATORY**. We are unable to proceed without this information.

1. PROPERTY AND LANDLORD DETAILS

This section should be completed
by NICHOLAS HUMPHREYS

Address of property to be let _____

Postcode _____

Total rent for this property: £ _____ per month Total rent for this applicant: £ _____ per month

Is this property shared? YES / NO If YES, number of sharers in the property:

Is this a student property? YES / NO

Tenancy term: _____ Years _____ Months Tenancy Start Date _____ / _____ / _____

Prospective Landlord's name _____

Prospective Landlord's address _____

Postcode _____

2. TENANT DETAILS

This section should be completed
by the TENANT

Title _____ First name _____ Surname _____

Other name(s) _____ Date of birth _____ / _____ / _____

Mobile number _____ Home number _____

Email address _____

Residential Status Property Owner Council Tenant Private Tenant Living with Friends/Relatives

Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders? **YES / NO**

If **YES**, please detail on a separate sheet. Please also be aware that it may harm your application if you say **NO** and are later found to have County Court Judgments, Bankruptcy Orders etc.

3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT

This section should be completed
by the TENANT

Address _____

Postcode _____ Period at address _____ years _____ months

IF LESS THAN 3 YEARS PLEASE PROVIDE:

Previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary.

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4. PREVIOUS ADDRESS(ES) OF THE PROSPECTIVE TENANT

This section should be completed
by the TENANT

Address _____

Postcode _____ Period at address _____ years _____ months

Address _____

Postcode _____ Period at address _____ years _____ months

Address _____

Postcode _____ Period at address _____ years _____ months

5. CURRENT ESTATE AGENT/LANDLORD/MANAGING AGENT

This section should be completed
by the TENANT

Name of Estate Agent Landlord Managing Agent

Address _____

Postcode _____ Telephone (day) _____

Fax _____ Email _____

6. TENANT'S EMPLOYMENT STATUS

This section should be completed
by the TENANT

Employed Self-employed (Please provide Accountant's details or 3 years worth of SA302s or CIS Vouchers)

On Contract Retired Unemployed Student Independent Means (Proof Required)

Details of current Employer Pension Administrator Accountant

Company name _____

Contact name _____

Address _____

_____ Postcode _____

Telephone (day) _____ Fax _____

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6. TENANT'S EMPLOYMENT STATUS (CONTINUED)

This section should be completed
by the TENANT

Email address _____

Gross salary/pension/drawings £ _____ per annum

Payroll/service/pension number _____

Position held _____ Start Date _____ / _____ / _____

Is this position permanent? **YES / NO**

Will your employment change before the proposed tenancy starts? **YES / NO**

If **YES**, please detail on a separate sheet

7. TENANT'S PREVIOUS EMPLOYMENT/OCCUPATION

This section should be completed
by the TENANT

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if necessary).

Employment status Permanently Employed Self-employed Unemployed Student
 Other (please state) _____

Company name _____

Address _____

Postcode _____

Telephone (day) _____ Fax _____

Email address _____

Start date _____ / _____ / _____ End date _____ / _____ / _____

8. BANK DETAILS

This section should be completed
by the TENANT

Bank name _____

Name(s) of Account Holders(s) _____

Sort Code _____ / _____ / _____ Account number _____

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9. USEFUL INFORMATION

This section should be completed by the TENANT

Information requested in this box is not required for referencing purposes, however may assist your managing agent.

Marital status Single Married Divorced Separated Other

Are you a smoker? **YES / NO** Do you have any pets? **YES / NO** If **YES** please details _____

Names and ages of any children who will be occupying the property

Name _____ Age Name _____ Age

Name _____ Age Name _____ Age

Next of kin (this should not be your spouse) _____

Address _____

Postcode _____

Fax _____ Email _____

Telephone Relationship _____

National Insurance Number

10. ADDITIONAL INFORMATION

This section should be completed by the TENANT

Use this space to provide any additional information we may have requested.

If you run out of space, please use a separate sheet

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11. DECLARATION

This section should be completed
by the TENANT

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the letting agent and/or landlord and maybe accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that White Kite Ltd T/a Nicholas Humphreys or their approved agent may search the files of a Credit Reference Agency and will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit. I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, White Kite Ltd T/a Nicholas Humphreys will remain the Data Controller for the purposes of this application. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance.

Signed _____ Print name _____

Date / /

The details you provide will be held by White Kite Ltd T/a Nicholas Humphreys.

PLEASE PROVIDE TWO FORMS OF IDENTIFICATION AS FOLLOWS:

1. PASSPORT OR DRIVING LICENCE
2. UTILITY BILL WITH CURRENT ADDRESS

CUSTOMER ENQUIRY FORM

Please complete the following details and email to:

james.brown3@virginmedia.co.uk and independents@virginmedia.co.uk



Remember to check:

- Not already a Virgin Media customer – *If so advise customer to call Virgin Media Customer Services to arrange transfer*
- Happy for us to phone them

Today's date ____ / ____ / ____

This section should be completed by the TENANT

Customer's personal details

First name and surname _____

Installation address

Flat/apartment number _____ House number _____ Street _____

City _____ Postcode _____

Contact details (Tip: We need at least 2 numbers)

Mobile _____ Other (please specify) _____

Email address _____

When's the best time for us to call you back?

Weekday daytime Weekday evening (5pm-8pm) Weekend (10am-4pm) Saturday Sunday

Interested in: TV Phone Broadband

For letting/estate agents use only

This section should be completed by NICHOLAS HUMPHREYS

What is the predicted date of the move? ____ / ____ / ____

Staff name _____ Store name: Nicholas Humphreys Agent rep code: 72015

WHAT HAPPENS NEXT?

A member of the Virgin Media team will contact the customer by phone to talk through the best package for them. If they're interested in joining Virgin Media, we'll take their details and organise installation. (If they rent their property, in some cases we'll need their landlord's agreement).

For Virgin Media use only

This section should be completed by VIRGIN MEDIA

Date received ____ / ____ / ____

Action taken _____