

### TENANT/GUARANTOR QUESTIONNAIRE

**ALL TENANT CHECK APPLICATIONS MUST BE SUBMITTED THROUGH THE ONLINE PORTAL**

THIS QUESTIONNAIRE IS PROVIDED FOR NLA TENANT CHECK USERS TO COLLECT INFORMATION FROM TENANTS OR GUARANTORS PRIOR TO SUBMITTING THE APPLICATION ONLINE. SIGNED DECLARATIONS CAN BE SENT TO US BY FAX E-MAIL OR POST.

#### DETAILS OF PROPERTY

Address of property being applied for

Total monthly rent for this property

No. of tenants

No. of guarantors

**This person is:**

£



a Tenant

a Guarantor

#### PERSONAL DETAILS OF TENANT/GUARANTOR

Title

First Name(s)

Surname




Date of Birth

Telephone Home/Work

Mobile telephone

Nationality





National Insurance Number

Marital Status

Do you have any pets? If yes, please specify




Current address

Current address cont'd

Current postcode

Time at address

Previous address

Previous address cont'd

Previous postcode

#### EMPLOYMENT/INCOME DETAILS

##### CURRENT EMPLOYMENT STATUS

Employed

Self-employed

Retired

Student

Housewife

Unemployed

Occupation

Employer/Accountant Name (if applicable)

Employer/Accountant address (if applicable)

Employer/Accountant email address

Postcode

Contact Name (if applicable)

Telephone number

Fax number

Payroll number (if applicable)

Time employed

years months

**EMPLOYMENT/INCOME DETAILS (continued)**

Gross basic income

Regular overtime (if applicable)

Regular commission (if applicable)

Other income

If you are currently a **student**, provide name of college/universityIf you are **retired** please provide your income details above. Please note that we will require proof of income.**CURRENT RESIDENTIAL STATUS**

At your current address are you:

- the property owner     a tenant     living with family     living with friends     other

**If you are in rented accommodation please provide the following information:**

Current Landlord/Letting Agent Name

Landlord/Agent Email address

Current Landlord/Letting Agent Address

Postcode

Landlord/Agent Telephone

Rent payment pcm

**If you own a property and have a mortgage please provide the name of the lender:****If you are currently living with friends or family please provide their name(s):****BANK ACCOUNT AND FINANCIAL DETAILS (not required for Guarantor applications)**

Name of bank

Account holder name

Account Number

Sort Code

Bank address

Do you have any hire purchase or loan agreements? If yes, please provide details:

- 
- Yes
- 
- No

Lender	Amount	Monthly repayment	Expiry Date

Do you have any credit cards or store cards? If yes, please provide details:

- 
- Yes
- 
- No

Card company	Balance owing	Credit Limit

Have you, your spouse or any other party to this application ever been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings?

- 
- Yes
- 
- No

**TENANT / GUARANTOR CONSENT DECLARATION**

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I give my consent to **NLA Tenant Check** to verify this information. I consent to **NLA Tenant Check** searching information held by a credit reference agency and I understand that this search will be recorded and information relevant to this risk assessment will be passed to the landlord of the property being applied for.

**To my employer/accountant:**

I hereby authorise you to respond to any enquiry received from **NLA Tenant Check** and to provide to them confirmation of my salary/income and any other particulars of information they request in connection to this application.

**To my current landlord/letting agent:**

I hereby authorise you to respond to any enquiry received from **NLA Tenant Check** and to provide to them details of how I have conducted my tenancy, including my payment history and condition of the property.

Full Name:

Date of Birth:

Signature:

Date of Signing:

**How we use your information and the lawful basis for doing so**

When you submit your application to be a tenant or a guarantor, you will provide your **consent** for us to process and store your personal data as outlined in this privacy policy. We will only use your information where you have agreed to it or where we are allowed to by law e.g. fulfilling a legal obligation or because we have a legitimate business interest to do so.

We **do not** pass on or sell your data for marketing or other purposes. We **do not** share information without consent unless the law and this policy allow us to do so.

**Who we pass your personal data to**

We may pass your information to third parties, which may include:

- Our customer, the person or company to whom you are applying for the property. They will be able to view the information entered on your application form
- Credit reference agencies, when we carry out a credit check using your details
- Our insurance partners in order to satisfy their requirements for cover in relation to rent guarantee and legal expenses products that the landlord may obtain
- Companies that provide processing or administration services to us under contract for activities described in this policy
- Fraud prevention agencies, police or other organisations where we have a duty to, or are permitted to disclose your personal information by law.

**How we keep your data safe**

All information you provide to us is stored on our dedicated secure servers which are located in the UK and are built with the latest technology. We will not transfer your personal data outside of the European Union. All website data and online forms are encrypted. We regularly review our data security policy and maintain robust firewall, anti-virus and anti-malware protection.

Physical devices such as computers which are used to process personal data are located in secure parts of our offices. Access is permitted only to authorised persons and we operate full coverage CCTV and security systems.

**To view our full Privacy Policy please visit [www.nlatenantcheck.org.uk/applicantprivacy](http://www.nlatenantcheck.org.uk/applicantprivacy)**

**NLA Tenant Check**

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