



# NLA Tenant Check

admin@nlatenantcheck.org.uk

**PLEASE NOTE: COMPLETED QUESTIONNAIRES MUST BE RETURNED TO THE LANDLORD OF THE PROPERTY**

## 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

Home telephone

Work telephone

Mobile telephone

National Insurance Number

Marital Status

Nationality

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 address cont'd

Postcode

Contact Name (if applicable)

Telephone number

Fax number

Payroll number (if applicable)

Time employed

## 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/university

If 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

Current Landlord/Letting Agent Address

Current Landlord/Letting Agent Address cont'd

Postcode

Landlord/Agent Email address

Landlord/Agent Telephone

Landlord/Agent Fax

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

Bank address

Bank address cont'd

Bank postcode

Account holder name

Account Number

Sort Code

Do you have any hire purchase or loan agreements?  Yes  No

If yes, please provide details:

Lender	Amount	Monthly repayment	Expiry Date

Do you have any credit cards or store cards?  Yes  No

If yes, please provide details:

Card company	Credit Limit	Balance owing



# NLA Tenant Check

t: 01227 250048 f: 01227 710266  
admin@nlatenantcheck.org.uk

**NLA Tenant Check**  
29-30 Miners Way  
Lakesview Business Park  
Canterbury  
Kent  
CT3 4LQ

## APPLICANT/GUARANTOR CONSENT DECLARATION

Please complete in BLOCK CAPITALS and return to NLA Tenant Check

Full Name of Tenant/Guarantor:

Date of Birth:

### SECTION 1 – Required for all Tenant Checks

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 by whatever means deemed necessary.

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.

I agree that information supplied by me will be held in accordance with the Data Protection Act 1998 and understand that I have the right to request a copy of all information held about me subject to an administration fee.

### 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. I confirm that I will be responsible for any charges raised by you in connection to the provision of this reference.

### 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. I further confirm that I will be responsible for any charges raised by you in connection to the provision of this reference.

Signed:

Print Name:

Date: