

OFFICE USE ONLY

MOVE IN DATE		CONTRACT LENGTH	
RENT AGREED		DEPOSIT AGREED	
REF TYPE	TC / TS / IH	SOLE OR JOINT	
SERVICE TYPE	MS / TFS	RENT SHARE	
PRIMARY APPLICANT	YES / NO	DATE SUBMITTED	

**REFERENCE APPLICATION**



**Property Applied For:** .....

Name: .....

Title: Mr/Mrs/Miss/Ms/Dr (Please circle appropriately)

Date of Birth: .....

National Insurance No: .....

Status: Single/ Married/ Partner (Please circle appropriately)

Mobile No: .....

Email: .....

**Last 3 Years of Living History: – Starting with CURRENT accommodation**

Accommodation-

Rented/ Council/ Living with Relatives /Mortgaged (Please circle)

Full Address :.....

.....

.....

Post Code: .....

Dates- From: ..... To: .....

Monthly Rent/ Mortgage Payment: £.....

Parent/Landlord Name: .....

Contact No.: .....

Reason for moving: .....

Accommodation-

Rented/ Council/ Living with Relatives /Mortgaged (Please circle)

Full Address: .....

.....

.....

Post Code: .....

Dates- From: ..... To: .....

Monthly Rent/ Mortgage Payment: £.....

Parent/Landlord Name: .....

Contact No.: .....

(Please use additional page if necessary)

**Last 3 Years of Working History: – Starting with CURRENT work place**

Company Name: .....  
Your Position Held: .....  
Address: .....  
.....  
Post Code: .....  
Salary: £.....  
Employed or Self Employed: .....

Employment Date:  
From: ..... To: .....  
Contact Name: .....  
Position Held: .....  
Contact No: .....  
E-mail: .....

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Company Name: .....  
Your Position Held: .....  
Address: .....  
.....  
Post Code: .....  
Salary: £.....  
Employed or Self Employed: .....

Employment Date:  
From: ..... To: .....  
Contact Name: .....  
Position Held: .....  
Contact No.: .....  
E-mail: .....

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**Other Income:**.....  
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**Additional Information Required**

**Do You Smoke: Yes/ No**

**Pets:**.....

**Children: (Name & Ages)**

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**Tenancy Deposit Scheme Registration Requirements:**

(In order to register your deposit, please provide an alternative address of any family member or friends address in UK)

Relative's/Friend's Name: .....

Full Address: .....

.....

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Post Code: .....

Contact No: .....

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**Bank / Building Society Details (current account only)**

Bank Name: .....

Name on Account: .....

Sort Code: .....

Account number: .....

Length of time Bank Account held: .....

I ..... declare all the information that I have provided is the complete truth and I give Aztec Lettings permission to carry out reference checks on my history. I also agree to accept Aztec Lettings & Property Services terms and conditions.

Signed: .....

Full name:..... Date:.....

## Consent to use personal information for residency checks

In order to proceed with your application, we're required to obtain from you sensitive information, including but not limited to:

- Passport
- Visa
- Driving licence
- Utility bills
- Live photographs

Information obtained will be for the purpose of conducting residency checks in accordance with the Immigration Act 2014. Information provided to us will be sent to our selected third party for verification. No data will be sent outside of the EEA and any transmission of information will be done so through secure means at all times. For details on the third party used for this verification please contact us.

YES  I consent to the collection, verification and retention of my sensitive information in accordance with the Immigration Act 2014 and the General Data Protection Regulation 2018.

Signed: .....

Full name:..... Date:.....

### Check List (supporting documents required)

Picture I.D (e.g passport)	
Proof of address (dated within last 3 months)	
Last 3 months bank statements	
Visa or Permit Card if applicable	

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**Where did you hear about Aztec Lettings?**

Right Move	Zoopla	Aztec website
Newspaper	Prime Location	To Let Board
Recommended	High Street Office	Other: