



Dear Applicant,

There are a few things you can do to ensure that your reference is completed as swiftly as possible.

- Please write clearly and legibly, in capitals, as this ensures that your reference form is easier to read.
- E-mail address and fax numbers are very helpful in speeding up the reference process, so please supply these wherever possible.
- **Please sign the attached letter and hand this to your employer or accountant.** This means that they will be expecting our call and that they will have your permission to disclose information to us. Please make them aware that they are able to contact us on the number supplied on this form to speed up the referencing process.
- There is also a letter for your current landlord/managing agent to advise them that FCC Paragon will be contacting them about your reference. Again, this means that they will be expecting our call and have permission to disclose information to us.

Thank you very much for your co-operation.

Best Wishes,

FCC Paragon

## Full Tenant Reference Application

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. You may however request the name of the credit reference agency searched. An administration charge may be payable with application. If references prove unsatisfactory or for any reason you withdraw your application, this charge may not be refunded in whole or in part.

**IMPORTANT PLEASE READ THIS BEFORE COMPLETING**

**COMPLETE FORM IN FULL AND IN BLOCK CAPITALS**

It is **VITAL** that all information requested is supplied.

Missing information will result in this form **not** being processed.

**NOT FOR USE WITH GUARANTORS**

Use a Full Guarantor Reference Form.

**Version**

**18**

**MISSING INFORMATION WILL RESULT IN DELAYS!**

**If your applicant is a foreign national you are strongly advised to validate an original copy of all work permits, visas, passports and other necessary documentation and retain a copy for your records.**

### FOR LETTING AGENTS USE ONLY

Agent Name	<input type="text"/>	Agency No	<input type="text"/>
Contact Name	<input type="text"/>	Service	48 Hour (3pm deadline) <input type="checkbox"/> 24 Hour (12pm deadline) <input type="checkbox"/>
<p><b>WARRANTY APPLICATION - AGENT USE ONLY</b></p> <p>Do you require a Rent Protection and Legal Expenses Warranty? <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> NO</p> <p>Do you require a Section 21 Legal Expenses Warranty? <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> NO</p>			
Landlord Name	<input type="text"/>	Mobile No.	<input type="text"/>
Address	<input type="text"/>	Landline	<input type="text"/>
	<input type="text"/>	Phone No.	<input type="text"/>
	<input type="text"/>	Postcode	<input type="text"/>

**PLEASE NOTE ALL TENANTS ON THE TENANCY AGREEMENT MUST BE FULLY REFERENCED TO COMPLY WITH WARRANTY TERMS AND CONDITIONS**  
**PLEASE NOTE THAT WARRANTIES CANNOT BE OFFERED ON OVERSEAS GUARANTORS**

### 1 DETAILS FOR PROPOSED PROPERTY

Property Address	<input type="text"/>		
Postcode	<input type="text"/>	Property Type:	Terraced <input type="checkbox"/> Semi-Detached <input type="checkbox"/> Detached <input type="checkbox"/> Flat <input type="checkbox"/>
Property Rent per Month	£ <input type="text"/>	Applicant Share of Rent per Month	£ <input type="text"/>
Tenancy Start Date	<input type="text"/>	Rental Period (in months)	<input type="text"/>
No. of Bedrooms	<input type="text"/>		

### 2 APPLICANT'S DETAILS

Title (Mr,Mrs etc)	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
First Name(s)	<input type="text"/>				
Middle Name(s)	<input type="text"/>				
Surname	<input type="text"/>				
Marital Status	<input type="text"/>				
Maiden Name	<input type="text"/>				
Date of Birth	<input type="text"/>	Number of Dependants	<input type="text"/>		
Are you known by any other names or aliases?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
N.I. Number	<input type="text"/>				
Nationality	<input type="text"/>				
Work Phone No.	<input type="text"/>	Home Phone No.	<input type="text"/>	Mobile Phone No.	<input type="text"/>

**Is there more than one Tenant over the age of 18 moving into the property?** YES  NO

**Are they to be referenced?** YES  NO

**If YES, please supply name(s) below**

**Please supply ages of all other dependants under 18 years old in the additional information in Section 7.**

Please note that a separate application is required per applicant if they are also to be referenced

**- If YES please supply details in Section 7.**

Email Address	<input type="text"/>
Do you require a work permit to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>

### 2.1 CREDIT HISTORY

Have you ever been issued with a county court judgement (CCJ)? YES  NO

**IF YES PLEASE SUPPLY THREE YEARS OF ADDRESSES. PLEASE CONTINUE IN SECTION 7 IF NECESSARY.**

Are you or any intended occupants aware of any adverse credit history? YES  NO

If Yes please provide details

A money laundering search may be carried out as part of our tenant reference checks.

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

Applicant Name

### 3 CURRENT ADDRESS & TENANCY DETAILS

**YOU MUST PROVIDE 12 MONTHS OF THE MOST RECENT ADDRESSES AND RENTAL DETAILS**

Property Address

Postcode  Period at Address  Years  Months

I am: Property Owner  With Family/Friends  Renting  **Complete section 3.1** Other  (please specify)

#### 3.1 CURRENT LANDLORD / LETTING AGENT OR COUNCIL IF COUNCIL TENANT

Referee Name  Landline

Referee Address  Phone No.

Inc Postcode  Mobile No.

Fax or Email

If you have been at the current address for less than 12 months complete section 3.2 otherwise proceed to section 4

#### 3.2 PREVIOUS ADDRESS AND TENANCY DETAILS

I was: Property Owner  With Family/Friends  Renting  Other  (please specify)

Previous Address

Inc Postcode  Period at Address  Years  Months

Referee Name

Referee Address

Postcode  Phone No.  Fax or Email

(if your landlord is abroad you MUST provide a fax or email address)

I was: Property Owner  With Family/Friends  Renting  Other  (please specify)

Previous Address

Inc Postcode  Period at Address  Years  Months

Referee Name

Referee Address

Postcode  Phone No.  Fax or Email

(if your landlord is abroad you MUST provide a fax or email address)

### 4 EMPLOYMENT / INCOME DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

I am Retired  **Please supply details of pension or other income. Please attach relevant forms and proceed to section 5**

Self Employed  **Proceed to section 4.5**

Unemployed  Student  **Proceed to section 5**

Employed  **Proceed to section 4.2**

Maternity/Paternity Leave  From  DD / MM / YYYY To  DD / MM / YYYY **Proceed to section 4.2**

Starting New Employment  **Proceed to section 4.1**

If you have a second current employment or regular income which you wish to be taken into account, please note ALL details in Section 7

#### 4.1 FUTURE EMPLOYMENT DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name  Employment Start Date  DD / MM / YYYY

Company Address

Postcode  Company Landline  Phone No.  Fax No.

Is the address given above your place of work? YES  NO  **If NO please provide details in Section 7**

Your Position  Annual Salary or Wage per Hour  £

Referee Name  Contractual Hours

Referee Position  Referee Email

(if your employer is abroad you MUST provide a fax or email address)

Employment Temporary  Permanent  Fixed Term Contract

If employed on a Fixed Term Contract, please specify duration

Please note if applicant is on temporary employment or a fixed term contract a guarantor may be required. **Proceed to section 4.2**

To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

Applicant Name

#### 4.2 CURRENT EMPLOYMENT DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name	<input type="text"/>	Employment Start Date	<input type="text" value="DD / MM / YYYY"/>
Company Address	<input type="text"/>		
Postcode	<input type="text"/>	Company Landline Phone No.	<input type="text"/>
		Fax No.	<input type="text"/>
Your Position	<input type="text"/>	Staff Payroll No.	<input type="text"/>
Is the address given above your place of work? YES <input type="checkbox"/> NO <input type="checkbox"/> <b>If NO please provide details in Section 7</b>			
Referee Name <small>(must be authorised to confirm salary and provide a reference)</small>	<input type="text"/>	Referee Email	<input type="text"/>
Referee Position	<input type="text"/>	<b>(if your employer is abroad you MUST provide a fax or email address)</b>	
Employment	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/>	Annual Salary or wage per Hour	£ <input type="text"/>
If employed on a Fixed Term Contract, please specify duration	<input type="text"/>	Contractual Hours	<input type="text"/>

**Please note if applicant is on temporary employment or a fixed term contract a guarantor may be required. Please supply full employment details for the last 6 months including any periods of unemployment or your reference will be rejected.**

#### 4.3 PREVIOUS EMPLOYMENT / INCOME DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Self Employed	<input type="checkbox"/>	<b>Proceed to section 4.5</b>
Unemployed	<input type="checkbox"/>	Student <input type="checkbox"/> <b>Proceed to section 5</b>
Employed Full Time	<input type="checkbox"/>	Employed Part Time <input type="checkbox"/> <b>Proceed to section 4.4</b>
Maternity/Paternity Leave	<input type="checkbox"/>	From <input type="text" value="DD / MM / YYYY"/> To <input type="text" value="DD / MM / YYYY"/> <b>Proceed to section 4.4</b>

#### 4.4 PREVIOUS EMPLOYMENT DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name	<input type="text"/>	Employment Start Date	<input type="text" value="DD / MM / YYYY"/>
Your Position	<input type="text"/>	Employment End Date	<input type="text" value="DD / MM / YYYY"/>
Referee Name	<input type="text"/>	Referee Position	<input type="text"/>
Company Address	<input type="text"/>		
Postcode	<input type="text"/>	Company Landline Phone No.	<input type="text"/>
		Fax	<input type="text"/>
Referee Email	<input type="text"/>	<b>Proceed to section 5</b>	

#### 4.5 SELF EMPLOYED DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Self Employed From	<input type="text" value="DD / MM / YYYY"/>	To	<input type="text" value="DD / MM / YYYY"/>	Company Name	<input type="text"/>						
Business Type	<input type="text"/>			Company Address	<input type="text"/>						
Website Address	<input type="text"/>				<input type="text"/>						
Email Address	<input type="text"/>			Inc Postcode	<input type="text"/>						
Are you:				VAT Registration Number	<input type="text"/>						
Sole Trader	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Director	<input type="checkbox"/>	Share Holder	<input type="checkbox"/>	Private Ltd Company	<input type="checkbox"/>	Public Ltd Company	<input type="checkbox"/>
Company Registration Details	<input type="text"/>			Date of Incorporation	<input type="text"/>						
Do you have an Accountant?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>If YES proceed to section 4.6</b>	Your Income per Annum	£ <input type="text"/>						

**If you complete your own accounts, please supply copies of your most recent 6 months personal bank statements or copies of your verified tax returns**

#### 4.6 ACCOUNTANT'S DETAILS

MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Company Name	<input type="text"/>	Contact Name	<input type="text"/>		
Address	<input type="text"/>				
Postcode	<input type="text"/>	Business Landline Phone No.	<input type="text"/>		
		Fax No.	<input type="text"/>		
Email Address	<input type="text"/>				
Is your Accountant:	Chartered <input type="checkbox"/>	<b>OR</b>	Certified <input type="checkbox"/>	Registered Number (if known)	<input type="text"/>



To enable us to keep all pages of the application together please supply Applicants Name

Agent Number

Applicant Name

**8 DECLARATION**

**THIS FORM IS TO BE SIGNED BY THE APPLICANT ONLY**

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of FCC Paragon's findings will be forwarded to the appointed Letting Agent and/or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that FCC Paragon may search the files of a credit referencing agency which will keep a record of that search. FCC Paragon may conduct a Money Laundering search with the same credit referencing agency. I understand that if any information within this application is found to be untrue it is grounds for termination of the tenancy under Ground 17 of the 1996 Housing Act.

I agree that the information I provide on this form and obtained from other relevant sources will be used to process my application for tenancy. If I succeed in this application and take up the tenancy I understand that the information will be used in the administration of that Tenancy Agreement, both internally and via external agencies, for example handling references. In the event that I remain in this property past the initial tenancy agreement period, I understand that it may be necessary to perform subsequent credit and Money Laundering searches. I hereby authorise my employer/accountant/pension administrator to provide details of my earnings and dates of employment to FCC Paragon for the purposes of completing this reference.

FCC Paragon may also use the information if there is a complaint or legal challenge relevant to this process. Details may be held for occasional debt tracing. FCC Paragon may check the information is collected with third parties or with other information held by them. FCC Paragon may also use or pass to certain third parties information to prevent or detect crime, such as fraud, or in other ways as permitted by law.

All information will be treated as confidential. If this form is completed electronically, the applicants signature is not required, however they must complete their name in section 8. This confirms that they have read the declaration and agree to us processing their personal information. This does not apply to handwritten applications which must be signed by the applicant.

FCC Paragon may from time to time offer you other products and services in the future, please tick here if you do not wish to receive them.

By signing the application form, FCC Paragon will assume that you agree to the processing of sensitive personal data (as described above) in accordance with the Data Protection Act. It is an offence to falsify any information provided on your application form.

Applicant's Signature

Print Name

Date

You must provide two forms of identification, one being photographic, to your letting agent.

**IMPORTANT**

YOU MAY NEED CONTENTS INSURANCE COVER AS PART OF YOUR ASSURED SHORTHOLD TENANCY AGREEMENT. IF THIS IS NOT COMPULSORY WE STILL RECOMMEND THAT YOU TAKE OUT ADEQUATE COVER TO PROTECT THE PROPERTY CONTENTS.

Please find below set rates for Tenants Contents Insurance

Contents Limit	Standard cover	Inc Accidental Damage
£5,000	£80.00	£105.00
£10,000	£100.00	£130.00
£15,000	£120.00	£155.00
£20,000	£140.00	£180.00
£20,000+	Please call Paragon Advance on 0870 389 9604	Please call Paragon Advance on 0870 389 9604

**CALL PARAGON ADVANCE FOR A NO OBLIGATION QUOTATION ON:  
0870 389 9604**

ALTERNATIVELY WE CAN CALL YOU, PLEASE PROVIDE THE BEST PHONE NUMBER TO CONTACT YOU ON BELOW:

PARAGON ADVANCE ARE AUTHORISED AND REGULATED BY THE FINANCIAL SERVICES AUTHORITY.  
OUR FIRM REFERENCE NUMBER IS 304595.

## APPLICATION FORM: GUIDANCE & INFORMATION

**IMPORTANT - Please ensure all of the below is on the application form before submitting.**

- General**
  - Form must be legible and clear and completed in blue or black ink
  - Letting Agent details completed and Warranty selected
  - Sign declaration and date
  - If a No Deposit Scheme is required, please ensure you complete a No Deposit Scheme application form
  - Please supply fax numbers and email addresses for referees where possible as these drastically speed up the referencing process
  - Please ensure you have provided and checked all postcodes before submitting as this will also speed up the processing time
- Section 1 - Details for Proposed Property**
  - Property Address and Postcode
  - Rent per Month
  - Tenancy Start Date
  - Rental Period (in months)
- Section 2 - Applicant Details**
  - Title, Full Name and Aliases
  - National Insurance Number and Nationality
  - Marital Status
  - Date of Birth
  - Contact Telephone Numbers and Email Address
  - Credit History
- Section 3 - Address and Tenancy Details**
  - 12 months worth of addresses including if relevant:
    - Current Address Details inc Postcode
    - Current Landlord/Managing Agent Details inc Address, Referee contact details and Landline number
    - Previous Address Details inc Postcode
    - Previous Landlord/Managing Agent Details inc Address, Referee contact details and Landline number
- Section 4 - Employment Details**
  - 6 months employment history including if relevant:
    - Future Employment Details inc Address, Referee contact details and Landline number
    - Current Employment Details inc Address, Referee contact details and Landline number
    - Previous Employment Details inc Address, Referee contact details and Landline number
    - Self-Employed Details inc Company Details and Date self-employed from and to
    - Accountant Details inc Contact Name and Details and Landline number
- Section 5 - Personal References**
  - Character Referee contact details (cannot be a relative, joint tenant or referee already supplied on the form)
  - Next of Kin Referee contact details (cannot be a joint tenant or referee already supplied on the form)
- Section 6 - General Questions**
  - Past rental history
- Section 7 - Additional Details**
  - Other names or aliases and details (if relevant)
  - Continuation of address details (if necessary)
  - Continuation of employment history (if necessary)
  - Any second income details (if relevant)
- Proof of Residency**
  - Your agent will require two copies of an original, dated utility bill, bank statement or any other dated official document that has been sent to your address within the dates given below
    - One dated within the last four weeks
    - One dated between the last three to six months
- Alternative documentation**
  - In the event that we are unable to obtain an employment reference we may request alternative documentation to assess income

**IMPORTANT MESSAGE FOR APPLICANT -**

**PLEASE COMPLETE AND PASS TO RELEVANT REFEREE**



Dear Employer / Accountant,

FCC Paragon, one of the leading Tenant Referencing companies in the UK, has been requested to complete an assessment regarding one of your employees / clients.

To assist us with our assessment we will be carrying out some background and financial checks. Part of these checks involves confirming their financial details.

Below you will find a signed declaration from your employee / client, giving their permission for you to supply the information required.

<p>I hereby consent to my employer or accountant to provide FCC Paragon with the information they require to process my application.</p> <p>Applicant's Signature _____</p> <p>Print Name _____</p> <p>Date _____</p> <p>Letting Agent Reference _____</p>
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One of our reference handlers will contact you soon in order to take a verbal Financial reference, although a hard copy of the reference will still be requested.

Thank you very much in advance for your cooperation,

**FCC Paragon**

**IMPORTANT MESSAGE FOR APPLICANT -**

**PLEASE COMPLETE AND PASS TO RELEVANT REFEREE**



Dear Managing Agent / Landlord,

FCC Paragon, one of the leading Tenant Referencing companies in the UK, has been requested to complete an assessment regarding one of your tenants.

To assist us with our assessment we will be carrying out some background and financial checks. Part of these checks involves confirming their accommodation details.

Below you will find a signed declaration from your tenant giving their permission for you to supply the information required.

I hereby consent to my Managing Agent or Landlord to provide FCC Paragon with the information they require to process my application.

Applicant's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Letting Agent Reference \_\_\_\_\_

One of our reference handlers will contact you soon in order to take a verbal Accommodation reference, although a hard copy of the reference will still be requested.

Thank you very much in advance for your cooperation,

**FCC Paragon**