



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, where they are not a required mandatory field.
- **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.
- 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.
- You **MUST** produce two original forms of ID one of which must be photographic which the Agent will copy and retain for their files.
- Please note that if you are a foreign national you **MUST** provide your letting agent with original copies of any migrant/permits, worker registration certificates, indefinite leave to remain etc. The letting agent must then retain a certified copy of the original on their files.

Thank you very much for your co-operation.

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
19.7

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 Agency No.
 Contact Name Service 48 Hour (3pm deadline) 24 Hour (12pm deadline) You must view and retain two forms of identification, one being photographic.

WARRANTY APPLICATION - AGENT USE ONLY

Do you require a Smart Rental Protection? YES NO

Do you require a Smart Section 21 Protection? YES NO

Do you require a Smart Rental Protection + ? YES NO

If 'Yes', please note that you will be issued with a warranty for the same term as the tenancy ie. 6 months tenancy, 6 month of warranty.

Landlord Name Mobile No.
 Address Landline
 Phone No.
 Postcode

We the above named agent warrant that we are appointed by the person name as the Landlord for the matters concerning the property whose details are set out in Section 1 below.

Signature of Agent	Name	Date
<input type="text"/>	<input type="text"/>	<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
 Postcode Property Type: Terraced Semi-Detached Detached Flat
 Property Rent £ Applicant's Share of Rent per Month £ Proposed Tenancy Start Date DD / MM / YYYY Rental Period (in months) No. of Bedrooms

2 APPLICANT'S DETAILS

Title (Mr,Mrs etc) Male Female
 First Name(s)
 Middle Name(s)
 Surname
 Marital Status
 Maiden Name
 Date of Birth / /
 N.I. Number

Are you known by any other names or aliases? YES NO

If YES please supply details in Section 7.

Work Phone No.

Home Phone No.

Mobile Phone No.

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

Nationality Please complete regardless of nationality

If you are from outside the EU or from Romania/Bulgaria please provide details of what documentation you have to live/work in the U.K.

(You MUST produce original documents to your Agent who will copy)

Email Address

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

Agent Number

Applicant Name

2.1 CREDIT HISTORY

Have you ever had adverse credit history which resulted in the issue of a County Court Judgement, Bankruptcy Order or an Individual Voluntary Arrangement?

YES

NO

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

If Yes please provide details

An Anti Money Laundering search may be carried out as part of our tenant reference checks.

3.0 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

3.1 CURRENT LANDLORD / LETTING AGENT OR COUNCIL IF COUNCIL TENANT

Referee Name

Landline

Referee Address

Mobile No.

Postcode

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

Previous Address

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

Previous Address

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

Proceed to section 4.5

Self Employed

Proceed to section 4.3

Unemployed

Student

Proceed to section 4.5

Employed

Proceed to section 4.2

Maternity/Paternity Leave

From

To

Proceed to section 4.2

Starting New Employment

Proceed to section 4.1

If you have a second job which you wish to be taken into account, please note ALL details in section 7.

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

Agent Number

Applicant Name

4.1 FUTURE 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"/> / <input type="text"/> / <input type="text"/>
Company Address	<input type="text"/>		
Postcode	<input type="text"/>	Company Landline Phone No.	<input type="text"/>
		Fax No.	<input type="text"/>
Is the address given above your place of work? YES <input type="checkbox"/> NO <input type="checkbox"/> If NO please provide details in Section 7			
Your Position	<input type="text"/>	Average Annual Salary	<input type="text"/>
Referee Name /Department	<input type="text"/>	(If you do not receive a set salary, please provide us with an average salary over the last 12 months)	
	<small>(must be authorised to confirm salary and provide a reference)</small>	Referee	<input type="text"/>
Referee Position	<input type="text"/>	Company Email	<input type="text"/>
Employment	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/>	(if your employer is abroad you MUST provide a fax or email address)	
If employed on a Fixed Term Contract, please specify duration	<input type="text"/>	Please note if applicant is in temporary employment or on a fixed term contract a guarantor may be required. Proceed to section 4.2	

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"/> / <input type="text"/> / <input type="text"/>
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"/> If NO please provide details in Section 7			
Referee Name /Department	<input type="text"/>	Average Annual Salary	<input type="text"/>
	<small>(must be authorised to confirm salary and provide a reference)</small>	(If you do not receive a set salary, please provide us with an average salary over the last 12 months)	
Referee Position	<input type="text"/>	Referee	<input type="text"/>
Employment	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/>	Company Email	<input type="text"/>
If employed on a Fixed Term Contract, please specify duration	<input type="text"/>	(if your employer is abroad you MUST provide a fax or email address)	

4.3 SELF EMPLOYED DETAILS

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

If you have been self employed/have had an accountant for more than 6 months but less than 12 months, or if you complete your own accounts, please supply 6 consecutive months worth of your most recent personal bank statements.

Self Employed From	<input type="text"/> / <input type="text"/> / <input type="text"/>	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"/>	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 Reg. Number	<input type="text"/>	Date of Incorporation	<input type="text"/>
Do you have an Accountant? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES proceed to section 4.4	Your Income per Annum	£ <input type="text"/>

4.4 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	<input type="text"/>		
Is your Accountant:	Chartered <input type="checkbox"/> OR Certified <input type="checkbox"/>	Registered Number (if known)	<input type="text"/>

4.5 PENSION AND OTHER INCOME DETAILS

Please state any additional income you would like us to take into account below:

Total Savings	<input type="text" value="£"/>	Please provide your most recent savings statement(s)
Total Investments	<input type="text" value="£"/>	Please provide your recent investment letter/statement(s)
Total Bonds	<input type="text" value="£"/>	Please provide your recent bonds certificate(s)
Total income received from property sale	<input type="text" value="£"/>	Please provide your most recent savings statement/bank statement showing the funds from the sale of the property
Total annual income received from Pensions	<input type="text" value="£"/>	Please provide one of the following for each pension you have: • Recent pension statement • Recent pension P60 • Recent bank statement
Total annual income received from property rentals	<input type="text" value="£"/>	Please provide your most recent consecutive 6 months personal bank statements and the signed tenancy agreement.

If you are receipt of any of the below benefits, please provide your recent award letter from the Department of Work and Pensions/HM Revenue and Customs.

Weekly income received from the following (if applicable):

Working tax credits	<input type="text" value="£"/>
Disability living allowance	<input type="text" value="£"/>
Incapacity benefit	<input type="text" value="£"/>
Carers allowance	<input type="text" value="£"/>

Please attach the relevant documentation or send via email to references@fccparagon.com or fax to 0844 375 9607 ensuring you specify your full name and date of birth. As a last resort please post to us using the address detailed below.

5.0 NEXT OF KIN (or Character Referee if Next of Kin is anyone in relation to this property or your spouse)

Name	<input type="text"/>	Fax or Email	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Landline Phone No.	<input type="text"/>
		Mobile Phone No.	<input type="text"/>

6.0 GENERAL QUESTIONS

Have you ever been evicted from a property? YES NO

If yes please give details

Have you at any time had a deposit in whole or part withheld? YES NO

If yes please give details

7.0 ADDITIONAL DETAILS IF APPLICABLE

To avoid delays in your reference application, please make sure that you have fully completed this form before submitting it to your letting agent. Incomplete forms will be rejected and will take longer to process. Please let your referees know that FCC Paragon will be contacting them to obtain a reference.

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 may be grounds for termination of the tenancy.

I agree that the information I provide on this form and obtained from other relevant sources will be used to process my application for the 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. FCC Paragon may contact you to offer insurance cover.

All information will be treated as confidential. If you are completing this electronically, you must complete your name in section 8. This confirms that you have read the declaration and agree to us processing your personal information. This does not apply to handwritten applications which must be signed by the applicant.

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.

You have a right to know how we will use your personal information. It is important that you should read the "Use of your information" notice before signing.

Important - Use of your information

We may contact you by email or telephone with information about products which may be of interest to you. We may pass your details to other (selected businesses/companies of our group) to send you information about their products. You have a right at any time to stop us from contacting you or giving your details to others for these purposes. If you wish us to stop you may write to our department at 4, 5 & 6 Quay Point, Northharbour Road, Portsmouth, Hampshire, PO6 3TD or please tick the box.

Applicant's Signature

Print Name

Date

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

APPLICATION FORM: GUIDANCE & INFORMATION

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

<input checked="" type="checkbox"/>	General
<input type="checkbox"/>	• Form must be legible and clear and completed in blue or black ink
<input type="checkbox"/>	• Letting Agent details completed and Warranty selected
<input type="checkbox"/>	• Sign declaration and date
<input type="checkbox"/>	• If a Smart Deposit Solution is required, please ensure you complete a Smart Deposit Solution application form
<input type="checkbox"/>	• Please supply fax numbers and email addresses for referees where possible as these drastically speed up the referencing process
<input type="checkbox"/>	• Please ensure you have provided and checked all postcodes before submitting as this will also speed up the processing time
<input checked="" type="checkbox"/>	Section 1 - Details for Proposed Property
<input type="checkbox"/>	• Property address and postcode
<input type="checkbox"/>	• Rent per month
<input type="checkbox"/>	• Tenancy start date
<input type="checkbox"/>	• Rental period (in months)
<input checked="" type="checkbox"/>	Section 2 - Applicant Details
<input type="checkbox"/>	• Title, full name and aliases
<input type="checkbox"/>	• National Insurance Number and Nationality
<input type="checkbox"/>	• Marital status
<input type="checkbox"/>	• Date of birth
<input type="checkbox"/>	• Contact telephone numbers and Email address
<input type="checkbox"/>	• Credit history
<input type="checkbox"/>	• Email address
<input checked="" type="checkbox"/>	Section 3 - Address and Tenancy Details
<input type="checkbox"/>	• 12 months worth of addresses including if relevant: <ul style="list-style-type: none"> • 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
<input checked="" type="checkbox"/>	Section 4 - Employment Details
<input type="checkbox"/>	• 6 months employment history including if relevant: <ul style="list-style-type: none"> • Future Employment details inc address, Referee contact details and landline number • Current 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 • Pension and other income details
<input checked="" type="checkbox"/>	Section 5 - Personal References
<input type="checkbox"/>	• Next of Kin Referee contact details (cannot be a joint tenant or referee already supplied on the form)
<input checked="" type="checkbox"/>	Section 6 - General Questions
<input type="checkbox"/>	• Past rental history
<input checked="" type="checkbox"/>	Section 7 - Additional Details
<input type="checkbox"/>	• Other names or aliases and details (if relevant)
<input type="checkbox"/>	• Continuation of address details (if necessary)
<input type="checkbox"/>	• Continuation of employment history (if necessary)
<input type="checkbox"/>	• Any second income details (if relevant)
<input type="checkbox"/>	• Dependants date of births (if relevant)
<input checked="" type="checkbox"/>	Proof of Residency
<input type="checkbox"/>	• 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 <ul style="list-style-type: none"> • One dated within the last four weeks • One dated between the last three to six months
<input checked="" type="checkbox"/>	Alternative documentation
<input type="checkbox"/>	• 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.

I hereby consent to my employer or accountant 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 financial reference, although a hard copy of the reference will still be requested.

Thank you very much in advance for your co-operation.

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 co-operation.

FCC Paragon