



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



FCC PARAGON

Full Tenant Reference - Guarantor 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 TENANTS

Use a Tenants Form.

**Version
0017**

MISSING INFORMATION WILL RESULT IN DELAYS!

FOR LETTING AGENTS USE ONLY

Agent Name	<input type="text"/>	Agency No	<input type="text"/>
Contact Name	<input type="text"/>	Service	24 Hour <input type="checkbox"/> 48 Hour <input type="checkbox"/>
Landlord Name	<input type="text"/>	Mobile No	<input type="text"/>
Address	<input type="text"/>	Phone No	<input type="text"/>
	<input type="text"/>	Post Code	<input type="text"/>

We strongly recommend that you view and retain two forms of identification, one being photographic.

RENT PROTECTION & LEGAL EXPENSES WARRANTY - AGENT USE ONLY

Do you require a Rent Protection and Legal Expenses Warranty? 6 Months 12 Months NO

Do you require a Section 21 Warranty? 6 Months 12 Months NO

PLEASE NOTE THAT A RENT PROTECTION & LEGAL EXPENSES WARRANTY CANNOT BE OFFERED ON OVERSEAS GUARANTORS

1 DETAILS FOR PROPOSED PROPERTY

Property Address

Postcode Property Type: Terraced Semi-Detached Detached Flat

Property Rent per month £ Applicant Share of Rent P/M £ Tenancy Start / / Rental Period (in months) No. of Bedrooms

Tenant's Name Contact No.

If referred please supply Ref No. C /

2 GUARANTOR'S DETAILS

Title (Mr,Mrs etc) Male Female Marital Status

First Name(s) Maiden Name

(please include middles names)

Surname Date of Birth / / Number of dependants

N.I Number Email Address

Work Phone No Home Phone No Mobile Phone No

2.1 CREDIT HISTORY

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

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

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

3 CURRENT ADDRESS & TENANCY DETAILS

Property Address

Postcode Period at Address Years Months

I am: Property Owner With Family/Friends Renting **Complete section 3.1** Other **If Other, please provide details below**

3.1 CURRENT LANDLORD / LETTING AGENT OR COUNCIL IF COUNCIL TENANT

Name Phone No
 Address Mobile No
 Address cont. inc Post Code 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 TENANCY DETAILS

I was: Property Owner With Family/Friends Renting Period at Address **Complete section 3.3**
 Previous Address
 I was: Property Owner With Family/Friends Renting Period at Address **Complete section 3.3**
 Previous Address

3.3 PREVIOUS LANDLORDS / LETTING AGENTS OR COUNCILS IF COUNCIL TENANT

Name
 Address
 Postcode Phone No Fax or Email
 Period at Address Years Months (if your landlord is abroad you MUST provide a fax or email address)
 Name
 Address
 Postcode Phone No Fax or Email
 Period at Address Years Months (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 *Starting New Employment *If you tick this you must complete both section 4.1, 4.2 & if applicable 4.4 If you have a second current employment or regular income which you wish to be taken into account, please note ALL details in Section 8

4.1 FUTURE EMPLOYMENT DETAILS

Company Name Commencement Date
 Address
 Postcode Landline Phone No Fax
 Position Annual Salary £
 Contact Name Company Contact Email
(must be able to confirm salary)
 Employment Temporary Permanent Contract **Proceed to section 5**

4.2 CURRENT EMPLOYMENT DETAILS

Company Name Commencement Date
 Address
 Postcode Landline Fax (if your employer is abroad you MUST provide a fax or email address)
 Position Held Annual Salary £
 Contact Name Company Contact Email
(must be able to confirm salary)
 Employment Temporary Permanent Contract Staff Payroll No

If you have been employed for less than 6 months complete section 4.3 otherwise proceed to section 5

4.3 PREVIOUS EMPLOYMENT / INCOME DETAILS MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

Self Employed Unemployed Student Proceed to section 5

Employed Full Time Employed Part Time Proceed to section 4.4

4.4 PREVIOUS EMPLOYMENT DETAILS

Company Name Commencement Date

Address

Postcode Landline Phone No Fax

4.5 ACCOUNTANT'S DETAILS

Name Contact Name

Address Postcode

Landline Phone No Fax or Email Applicant's Salary P/A

If you complete your own self assessment, please supply copies of 6 months personal bank statements or copies of your verified tax returns

5 CHARACTER REFERENCE (This must not be a relative or a referee already supplied on this form)

Name Relationship

Address

Postcode Phone No Fax or Email

6 NEXT OF KIN (Excluding Spouse)

Name Email

Address

Postcode Landline Phone No Mobile Phone No

7 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

Have you ever been in arrears with your rent? YES NO

If yes please give details

8 ADDITIONAL DETAILS WHERE REQUIRED

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

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

8 DECLARATION **THIS FORM IS TO BE SIGNED BY THE GUARANTOR 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. Details may be held for occasional debt tracing. In the event that I remain a guarantor for this property past the initial tenancy agreement period, I understand that it may be necessary to perform subsequent credit searches. 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. We may from time to time offer you other products and services in the future, please tick here if you are happy to receive them.

We process and hold all information in accordance with the Data Protection Act 1998

Guarantor's Signature

Print Name

Date

We strongly recommend that you provide two forms of identification, one being photographic.

APPLICATION FORM: GUIDANCE & INFORMATION

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

- ✓ Property details (including house number), with postcode.
- ✓ Rent per month.
- ✓ Tenancy start date, (cannot be more than 45 days in advance).
- ✓ Applicant's full name and date of birth.
- ✓ 12 months of addresses and period at address.
- ✓ 12 months of living arrangements, including all contact details for managing agents / landlords (can accept mobile numbers).
- ✓ 6 months of employment details, including land-line contact numbers. We do not accept mobile numbers for financial references.
- ✓ If self-employed: Accountant contact details, including a land-line number. We will not accept accounts from a non-chartered accountant and where details supplied are not on chartered accountant's headed stationary. As an alternative we will accept 6 months of the most recent personal bank statements or a verified tax return form.
- ✓ If Rent Warranty is required every tenant and guarantor must be fully referenced.
- ✓ Sign declaration and date.
- ✓ Form must be legible and clear.
- ✓ Letting agent name completed.
- ✓ Complete in blue or black ink.
- ✓ When completing employment details it can speed up the process if you supply a payroll number (if applicable).
- ✓ Please ensure that you have validated all postcodes you supply as this will also speed up processing times. (www.postcodeanywhere.com)
- ✓ Proof of Residence: We need 2 copies of a utility bill or bank statements.
 - 1 to be dated within the last 4 weeks.
 - 1 to be dated between a 3-6 month period.

All of the above information is compulsory.

If not completed correctly it can result in delay or even Rejection.

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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Calling us on **0870 389 9606** to provide us with a **Financial Reference** is the easiest way to complete this process. Our opening hours are 9am-6pm Monday to Friday, and 9am-12pm on Saturdays. References can also be submitted online once you have received correspondence from FCC Paragon.

If we do not hear from you, one of our reference handlers will contact you soon in order to take a verbal 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 _____

Calling us on **0870 389 9606** to provide us with an **Accommodation Reference** is the easiest way to complete this process. Our opening hours are 9am-6pm Monday to Friday, and 9am-12pm on Saturdays. References can also be submitted online once you have received correspondence from FCC Paragon.

If we do not hear from you, one of our reference handlers will contact you soon in order to take a verbal reference, although a hard copy of the reference will still be requested.

Thank you very much in advance for your cooperation,

FCC Paragon