



Note: Please complete this form or logon to www.pinnacle-group.com and select 'tenancy application' to **make an online reference application**

1 Agent to complete

Express/student reference

Guarantor reference

Landlord & employer reference

Address of property _____

Postcode _____

Total rent (£) _____ / calendar month

Tenant share (£) _____ / calendar month

Tenancy start date dd / mm / yyyy

2 Tenant details

First name _____

Surname _____

Date of birth dd / mm / yyyy

Mobile _____

Telephone _____

Residential status owner

council tenant

tenant

living with friends/family

Email address _____

3 Current address

Address _____

Postcode _____

Time at this address _____ year/s _____ month/s

4 Previous address

Where have you been living during the last 3 years

Address _____

Postcode _____

Time at this address _____ year/s _____ month/s

5 Guarantor details (if required)

First name _____

Surname _____

Address _____

Postcode _____

Telephone _____

Email address _____

6 Current landlord/letting agent (if required)

First name _____

Surname _____

Address _____

Postcode _____

Mobile _____

Telephone _____

Fax _____

Email address _____

Property you rented _____



7 Employment status (if required)

- Employment status employed
 self employed
 unemployed
 student

Company name _____

Contact name _____

Address _____

Email _____

Telephone _____

Fax _____

Gross monthly salary (£) _____

Is this position permanent yes no

8 Student status (if required)

Course being studied _____

Graduation year _____

9 Bank details

Details of the account your rent will be paid from

Name of bank _____

Address _____

Postcode _____

Sort code _____ - _____ - _____

Account number _____

10 Declaration

I understand that the information I have provided on this form is for the purposes of assessing my reference. I agree that you may search the files of a credit reference agency and may keep a record of that information. Unless obliged to do so by law, we will not pass the information to any other party without your consent (excluding parties mentioned in the tenancy agreement, for example utility and telephony companies, local councils and the landlord). I can confirm that I have sought permission from my guarantor*, landlord* and employer* for you and the credit reference company to contact them and in the case of the guarantor* credit check them.

*If required

Sign _____

Date _____

11 Next step

option 1 - return the completed form to our office

option 2 - complete the form online at www.pinnacle-group.com (select branch, then 'tenancy application' from the menu)

option 3 - fax back to (029) 2064 7009

For agent - Once the 'Referencing Form' has been completed, please fax it to our office: **Fax** (029) 2064 7009