

Maras Reference Application Form - Individual

Agent Name Agent Code

Agent Tel Agent Fax

Please complete this form using block capital letters

Service Required (to be completed by the letting agent)

Reference Service	Rental Guarantee	Policyholder
Full Reference <input style="width: 50px;" type="text"/>	Rapid <input style="width: 50px;" type="text"/>	Landlord <input style="width: 50px;" type="text"/>
Credit Check <input style="width: 50px;" type="text"/>	Elite 6 <input style="width: 50px;" type="text"/>	Letting Agent <input style="width: 50px;" type="text"/>
	Elite 6 Gold <input style="width: 50px;" type="text"/>	
	Elite Platinum <input style="width: 50px;" type="text"/>	
	Elite 12 <input style="width: 50px;" type="text"/>	
	Elite 12 gold <input style="width: 50px;" type="text"/>	

Section 1 – Property Rental Details

Landlord name

Address

Postcode

Initial tenancy rent

Total monthly term

Proposed tenancy start date

Is tenancy being paid in advance? Yes No

Number of tenants

If joint tenancy, applicants share

Section 2 – Tenants Personal Details

Title Forename(s)

Surname Date of Birth

Marital status Phone number

Email address Fax number

Current occupancy status Owner Private tenant

Living with Parents Existing tenant of agent

If other, please advise

If Private Tenant please provide Landlord/Letting Agents details

Current Landlord/ Letting agent name

Address

Postcode	<input type="text"/>	Email address	<input type="text"/>
Phone number	<input type="text"/>	Fax number	<input type="text"/>

Your Current Address

Address

Postcode Length of time at address

Previous addresses (if you have lived at the above address for less than 3 years)

Address

Postcode Length of time at address

Address

Postcode Length of time at address

Address

Postcode Length of time at address

Section 3 - Adverse credit

Is there any current, historic or pending adverse credit? Yes No

If yes, please supply details

Section 4 - Employment details (Current)

Are you:

A Company Director? Self-Employed? If yes, please provide a copy of your latest set of tax calculations (SA302). If you are unable to provide us with a copy please complete Section 5.

Retired? If yes, please provide a copy of your latest P60 or pension statement or the latest 3 months bank statements.

Please state employed status:

Permanent Contract Temporary Worker Student

Full time education – Student Unemployed Other – please specify

Company name

Position held

Start date If part-time, please provide hours worked

Payroll number

Address

Postcode

Contact name Phone number

Email address Fax number

Please state income Please state if annual/ monthly/ weekly

Other income details – Please specify

Is the position likely to change? Yes If yes, please complete the future employment section No

Future or Past Employment details
Only complete this section if employed by the current firm for less than 6 month or for future employer

Company name

Position held

Start date If part-time, please provide hours worked

Payroll number

Address

Postcode

Contact name Phone number

Email address Fax number

Please state income Please state if annual/ monthly/ weekly

Other income details – Please specify

Section 5 - Accountant Details (Only Required for Partners, Self Employed or Company Directors)

Company name

Address

Postcode

Position held

Contact name Phone number

Email address Fax number

Start Date Date of finalised accounts

Profit / Loss Are you a partner? Yes No
If yes, what percentage of profit was allocated?

Section 6 – Landlord insurance referral (to be completed by the Letting Agent)

Address
Postcode
Email Address Phone Number
Agency Representative (Print Name) Fax Number

I confirm that I have gained consent from the above customer to pass their details to MARAS, who will use the information provided to contact them by telephone and/or letter for a general insurance quotation.

Signature

Section 7 - Additional Information

Please state the ages of any children Smoker(s)/Non Smoker(s) Yes No
If Non UK citizen, please state Nationality Please list any pets

If there are any other occupants over the age of 18 who are not listed on the tenancy agreement, please provide details below

Additional comments:

Person reference section:
Name: _____ Relationship: _____
Address: _____
Tel: _____ Email: _____

Next of Kin (excluding spouse):

Name: _____ Relationship: _____

Address: _____

Tel: _____ Email: _____

Section 8 - Declaration

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by MARAS contacting the third parties detailed in this form in order to process my application and my data may potentially be processed outside of the EEA for this purpose, although every effort will be made to transmit your data securely, you should be aware that information sent via electronic means cannot be guaranteed to be secure. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment (s) or apply for a new tenancy in the future. I agree that MARAS or their approved agent may search the files of a credit referencing agency and IDS Limited, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may only request the name and address of the credit reference agency from MARAS as they will not undertake to correct any data that is held by a credit reference agency or provide debt adjusting or debt counselling services. MARAS will not stop you contacting a credit reference agency directly for a copy of the information provided or object in you correcting any data that is held by the agency directly. I also understand that in the event of me defaulting on the rental payment, that any default may be recorded with the credit reference agency and IDS Limited, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and/or credit. I understand that in the event of any default by me in respect of my covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to MARAS and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future applications for tenancies, insurance or credit. The details you provide will be held by MARAS (part of the Towergate Group) and the letting agent and may be used by us or passed to carefully selected third parties to keep you up to date on our products and services and those of the Towergate Group and other organisations we believe will be of interest to you. Such information shall be provided by telephone or by post, if you prefer not to receive this information, please tick this box

I'm happy for MARAS to process my data as detailed and by contacting third parties (*including potentially those outside the EEA*) with relevant personal information provided in this form, in order to verify information about any earnings, previous tenancy, employment and credit status.

Please confirm your acceptance by ticking this box

Applicants signature Date

Print Name

Once completed please return this form to your letting agent

Please note You can track the progress of this Reference request by accessing our website - www.maras.co.uk selecting the "application tracker" option, enter your date of birth and the agent code (noted on the first page) and select "search".