



**CCV**  
**LETTING AGENT**  
**SOLUTIONS**

**STUDENT/UNEMPLOYED APPLICATION FORM**

Agent Name: Key Moves Lettings (Bradford)

Agent Code: 1320

**HOW TO CONTACT US**

Please return this form by fax to: 0844 892 1772

If you have any questions concerning this form please call us: 0844 892 1767

**TO AVOID UNNECESSARY DELAY, PLEASE COMPLETE IN BLOCK CAPITALS.**

A bold outline to any data field means that it is a field we must have completed to be able to process your application.

**TO BE COMPLETED BY LETTING AGENT - Please select your service**

Credit Check  Full Reference  Elite Rapid  Elite 6  Elite 12  Elite Plus

**DETAILS OF THE PROPERTY TO BE RENTED**

Landlords Name:			
Property Address:			
		Postcode:	
Total Monthly Rent: £		Tenancy Term:	months
How many tenants do you wish to reference?:			

**TO BE COMPLETED BY APPLICANT - Please complete your details**

**STUDENT**  **UNEMPLOYED**

Title:	First Name:	Middle Name:	Surname:
Date of Birth:		Applicant's share of rent:	£ PCM
Tel:		Email:	
Mobile:		Fax:	

**Current Address:** Postcode: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Time at this address: \_\_\_\_\_ yrs \_\_\_\_\_ months

**What is your current address status?**

Home Owner  Rented Accommodation  Living with Parents/Friends/Relations

Other  (please state: \_\_\_\_\_)

**If you have lived at your current address for less than 3 years, please complete the sections below.**

**Previous Address 1:** Postcode: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Time at this address: \_\_\_\_\_ yrs \_\_\_\_\_ months

**Previous Address 2:** Postcode: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Time at this address: \_\_\_\_\_ yrs \_\_\_\_\_ months

Please continue on a separate sheet if required.

**Current landlords/agents details:** Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Tenancy Start Date: \_\_\_\_\_ Current Rent: £ \_\_\_\_\_

**Address:** Postcode: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

<b>Have you any current, historic or pending adverse credit?</b>		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Please complete below	
How many CCJs/Court Decrees?:				Monetary Value total: £			
Other, please describe the type and value:							
<b>TO BE COMPLETED BY PROPOSED GUARANTOR</b>							
Title:		First Name:		Middle Name:			
Surname:				Date of Birth:			
Tel:				Email:			
Mobile:				Fax:			
<b>Current Address:</b>		Postcode:					
Address Line 1:							
Address Line 2:							
Address Line 3:							
Time at this address:		yrs		months			
<b>Current address status?</b>		Owner	<input type="checkbox"/>	Rented	<input type="checkbox"/>	Living with Parents/Friends/Relations	<input type="checkbox"/>
Other		<input type="checkbox"/>	(please state:				
<b>If you have lived at your current address for less than 3 years, please complete the sections below.</b>							
<b>Previous Address 1:</b>		Postcode:					
Address Line 1:							
Address Line 2:							
Address Line 3:							
Time at this address:		yrs		months			
<b>Previous Address 2:</b>		Postcode:					
Address Line 1:							
Address Line 2:							
Address Line 3:							
Time at this address:		yrs		months		Please continue on a separate sheet if required.	
<b>Current Landlords/Agents details:</b>		Name:					
Tel:		Mobile:					
Fax:		Email:					
Tenancy Start Date:						Current Rent:£	
Address:		Postcode:					
Address Line 1:							
Address Line 2:							
Address Line 3:							
<b>Have you any current, historic or pending adverse credit?</b>		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Please complete below	
How many CCJs/Court Decrees?:				Monetary Value total: £			
Other, please describe the type and value:							
<b>Employed, Contract or Temporary please tell us your current employer:</b>							
<b>Please tell us your status:</b>		Employed	<input type="checkbox"/>	Self-employed	<input type="checkbox"/>	Retired	<input type="checkbox"/>
Contract Worker	<input type="checkbox"/>	Temporary Worker	<input type="checkbox"/>	Independent means	<input type="checkbox"/>		
Name:							
Your Position:							
Gross Annual Salary:						Full Time/Part Time* <b>Please delete as appropriate</b>	
NI Number/Payroll or Pension Service Number:				Start Date:			
<b>Address:</b>		Postcode:					
Address Line 1:							
Address Line 2:							
Address Line 3:							
<b>Contact details:</b>		Contact Name:					
Contact Position:						Email:	
Tel:						Fax:	
Is your position going to change in the near future?		No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	If yes, please provide details of your future employer.	



**Once this application form has been fully completed and signed please return to your letting agent**

**Declaration: .**

We hereby confirm that the information provided by us is to the best of our knowledge true. We consent to this information being verified by contacting the third parties detailed in this form. We understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should there be any default in respect of the tenancy or Guarantor covenants. We further understand that this application and the result of the findings may be disclosed to an insurer and/or their agents in connection with the provision of insurance related to the tenancy. We agree that CCV Letting Agent Solutions or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industrys data collection agency, which will keep a record of that search. We understand that we may request the name and address of the Credit Reference Agency used, to whom we may then individually apply for a copy of the information provided.

We also understand that in the event of our defaulting in respect of the covenants as tenant or Guarantor, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsibe granting of tenancies, insurance and credit.

We understand that in event of our defaulting in respect of the covenants as tenant or Guarantor , the information contained herein may be disclosed to one or more Insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace our whereabouts. We also understand that the assessment of this application presumes that at some time during the tenancy agreement, we may be granted or allowed some form of deferred payment.

The details you provide will be held by CCV Letting Agent Solutions and the letting agent and may be used to keep you up to date on our products and services and those of the CCV Group and other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

**I have read the above and agree to be bound by these terms:**

<b>Applicant's Signature:</b>	<b>Date:</b>
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<b>Applicant Print Name:</b>	<b>Date:</b>
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**I have read the above and agree to be bound by these terms:**

<b>Guarantor's Signature:</b>	<b>Date:</b>
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<b>Guarantor Print Name:</b>	<b>Date:</b>
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