

# student tenancy application form

## PLEASE COMPLETE IN BLOCK CAPITALS

Property address

  
  
  
 postcode

Rent

£

All inclusive option

Cost of option selected

£

Total Rent PPPW

£

How long do you intend to rent for?

Full name

Date of birth

Mobile number

Email address

Phone number

## Study details

University/college name

Course name/campus

Year of study

Student ID number

Tutor's name

## Accommodation details

Current / previous address

  
  
  

Time spent at property

 months/years

Is it rented?

Yes

No

If yes, provide landlord details:

Name

Landlord address

  
  
  

Landlord phone number

Email address

Home address (parent/guardian)   
  
  
 postcode

Phone number(s)

Email address

Do you have an adverse credit history?  Yes  No

If yes, provide details

**Parent/guardian 1 contact details:**

Name

Address   
  
  
 postcode

Phone number

Mobile number

Email address

**Parent/guardian 2 contact details:**

Name

Address   
  
  
 postcode

Phone number

Mobile number

Email address

**Bank details**

Name of account holder

Name of bank

Branch address

Account number  Sort code  -  -

PAPER WORK TO BE RECEIVED BY

/ /

1. **Proof of Identity**  
Original full UK passport (current or expired) to be shown OR International Passport which states that the holder is exempt from immigration control.
2. **Proof of Education**  
Copy of student ID card, letter from university or lecturer confirming course and year.
3. **Proof of Address**  
Copy of address on recent bank statement, utility bill or driving licence.
4. **Parental Guarantor**  
Guarantor form completed and signed. **ALL GUARANTORS MUST RESIDE IN THE UK AND BE IN FULL TIME EMPLOYMENT.**
5. **Confirmation of guarantor's ID and address**  
Copy of a photocard driving licence or passport and a recent utility bill. **THIS IS ESSENTIAL TO BE ABLE TO PROGRESS YOUR APPLICATION.**
6. **Deposit of £ \_\_\_\_\_ and application fee of £100.00** must be cleared in our account. All cheques to be made payable to **Redbrick Survey & Valuation Ltd. Must be completed and returned to the office by the above date**
7. **Standing Order Form**  
Must be completed and returned to the office by the above date. **All rent payments are to be made by standing order.**
8. **Landlord Reference** (If you are currently in rented accommodation)  
Please complete the tenant's box in the attached Landlord's reference to give us authority to approach your current landlord for their comments.

I understand that if any member of the household does not complete all paperwork and make all required payments then no keys will be issued to anyone for the property. This includes the first months rent which must be paid in advance before I can move in.

I confirm my acceptance of the following:

- Failure to complete all required paperwork from myself and/or the group applying for the property will result in the loss of the reservation.
- No monies paid in connection with your application are refundable in any circumstances.
- Keys will not be released until the entire household have paid all funds due in advance, including the initial rent payment.

PLEASE NOTE, in the interest of efficiency, we will use email as our primary form of communication should we have any questions regarding this application form.

The information given, whether on this application form or otherwise, is true, accurate, complete and not misleading. I am aware that it is a criminal offence to knowingly provide false information or to forge a signature and that it may make me liable for criminal prosecution.

I have no objection to this information being verified by whatever means deemed necessary. All information will be held in accordance with relevant data protection laws.

**Your data – Our promise**

Paragon knows that your personal data belongs to you and not us. That's why when you, or a third party, share your personal data with us we make sure that we keep it private and safe. We use your personal data to decide whether you're eligible for a Paragon product, to administer your account and for a variety of other reasons but sometimes it may lead to us refusing to provide, or continue to provide, you with a product or service.

We also share your information with a number of third parties. Your information may be transferred to and stored in locations outside the UK and European Economic Area (EEA), including countries that may not have the same level of protection for personal information. When we do this, we'll ensure it has an appropriate level of protection and that the transfer is lawful. We may need to transfer your information in this way to carry out our contract with you, to fulfil a legal obligation, to protect the public interest and/or for our legitimate interests.

To ensure that your personal data does receive an adequate level of protection we may put in place approved standard contractual clauses which constitute appropriate measures to ensure that your personal data is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection.

You have the right to know how we, and the fraud prevention agencies will use your information. The personal information we collect from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Your information will also be shared with credit reference agencies (CRAs) to carry out credit checks and record details of your repayment history. The CRA's have drafted a notice called 'Credit Reference Agency Information Notice' (CRAIN) which sets out how your data will be processed by TransUnion (formerly Callcredit), Equifax and Experian.

Please go to [www.equifax.co.uk/crain.html](http://www.equifax.co.uk/crain.html), [www.transunion.co.uk/crain](http://www.transunion.co.uk/crain), [www.experian.co.uk/crain/index.html](http://www.experian.co.uk/crain/index.html) to read the notice in full. Further details of how your information will be used by us, the CRA's, fraud prevention agencies, and your data protection rights, can be found on [www.rmpproperties.co.uk/privacy.asp](http://www.rmpproperties.co.uk/privacy.asp) by contacting us. We may also use the information we hold about you to inform you of products and services which are similar to the ones you currently hold with us which we believe will be of interest to you, and for statistical and analytical purposes. We will only keep your personal data for as long as we need it and you have a right to ask for a copy of the personal data we hold about you. If the personal data we hold is incorrect you have a right to ask for it to be corrected and, if you believe that we no longer have a reason to keep your personal data, you have a right to ask for it to be deleted. For lots more information on what we do with your personal data, why we do it and what rights you have over that data, including how to make a complaint to the ICO, visit [www.rmpproperties.co.uk/privacy.asp](http://www.rmpproperties.co.uk/privacy.asp) or contact us.

Signed (tenant)	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Print name (tenant)	<input type="text"/>		
Agent sign	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Agent print	<input type="text"/>		

# landlord reference form

Dear Sir/Madam,

One of your current tenants has applied to rent a property through us. In order to assess their suitability as a tenant we would like some information on their current tenancy.

Please find below their signed authorisation to release information regarding their tenancy.

## For completion by the tenant

I authorise you to answer the following questions from RMP Properties regarding my tenancy with you.

Tenant name

Current property address

  
  

Student ID number

Tenant signature

Date

 /  / 

## For completion by the tenant

Please answer the following questions and return this form to us by e-mail, fax or post, details of where this should be sent can be found at the bottom of this page.

How long have they been a tenant in your property?

What is their current monthly rental figure?

Has the rent always been paid promptly?

Yes

No

Has the tenancy been conducted in a satisfactory manner?

Yes

No

Do you consider the applicant to be a good tenant?

Yes

No

If you have answered no to any of the above please give reasons

Student ID number

Tenant signature

Date

 /  / 

Thank you for taking the time to complete this, we would be very grateful for a prompt response.  
rmp properties

RMP Properties 24 Headingley Lane Hyde Park Leeds LS6 2DW

f 0113 224 9911 f 0113 224 9922

e info@rmpproperties.co.uk w www.rmpproperties.co.uk

rmp properties 

# guarantor application form

PLEASE COMPLETE IN **BLOCK CAPITALS**

I will be guarantor for (tenant)

Property address

  
  
  
 postcode

Rent

£

## Guarantor details

Full name (guarantor)

Relationship to tenant

Phone number

Mobile number

Email address

Date of birth

 /  / 

Age

 years

Do you have an adverse credit history?

Yes

No

If yes, provide details

Next of kin

Relationship to guarantor

Address

  
  
  
 postcode

Phone number

Email

## Guarantor accommodation details

Address

  
  
  
 postcode

Time spent at above property

 months/years

Is the property owned?

Yes

No

Is it a rented property?

Yes

No

If rented please provide landlord details

Landlord name

Landlord Address




postcode

Phone number

Email

Previous address if above less than 12 months




postcode

Time spent at previous property

 months/years

Was It a rented property?

Yes

No

If yes provide landlord details:

Landlord name

Landlord Address




postcode

Phone number

Email

Reason for leaving

### Guarantor employment details

Current employer's name  
(if self employed please provide details)

Job title

Employer's address




postcode

Phone number

Email

Contact name

Time spent with current employer

 months/years

Full time

Part time

Previous employer's name  
(if above less than 12 months)

Job title

Landlord Address

  
  


postcode

Phone number

Email

Contact name

Time spent at previous property

 months/years

 Full time

 Part time

The information given, whether on the application form or otherwise, is true, accurate, complete and not misleading. I am aware that it is a criminal offence to knowingly provide false information or to forge a signature and that it may make me liable for criminal prosecution.

I have no objection to this information being verified by whatever means deemed necessary. I agree that RMP Properties may search the files of a credit reference agency, who will keep a record of that search.

**PLEASE NOTE, in the interest of efficiency, we will use email as our primary form of communication should we have any questions regarding this application form.**

#### Your data – Our promise

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We also share your information with a number of third parties. Your information may be transferred to and stored in locations outside the UK and European Economic Area (EEA), including countries that may not have the same level of protection for personal information. When we do this, we'll ensure it has an appropriate level of protection and that the transfer is lawful. We may need to transfer your information in this way to carry out our contract with you, to fulfil a legal obligation, to protect the public interest and/or for our legitimate interests.

To ensure that your personal data does receive an adequate level of protection we may put in place approved standard contractual clauses which constitute appropriate measures to ensure that your personal data is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection.

You have the right to know how we, and the fraud prevention agencies will use your information. The personal information we collect from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Your information will also be shared with credit reference agencies (CRAs) to carry out credit checks and record details of your repayment history. The CRA's have drafted a notice called 'Credit Reference Agency Information Notice' (CRAIN) which sets out how your data will be processed by TransUnion (formerly Callcredit), Equifax and Experian.

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Signed (guarantor)

Date

 /  /



# standing order form

## Beneficiary Details

Please pay	Redbrick S&V Ltd (RMP)
Bank	National Westminster Bank Plc
Account number	58645969
Sort code	55-50-15

Amount of payments	£
From (date)	
To be paid	On the same day each calendar month
Date of final payment	

## Quoting reference

Quoting Reference (To be completed by RMP)	
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## Account to be debited

Named account holder

Bank name and full address   
  
  
 postcode

Account number  Sort code  -  -

Customer signature  Date  /  /

RMP Properties is a trading style of Redbrick Survey & Valuation Ltd – Registration No 5390659