



MARAS- Letting Agent Solutions Tenant Referencing Applicant Information Sheet

We want to complete your checks quickly and accurately, by following the guidance and advice given below your application will be processed with the minimum of delay so that you can secure your new home.

Please write clearly and in capitals since this makes your form easier to read. Email addresses and fax numbers are especially helpful in speeding up your reference. Any missing information could delay the process because we will need to contact you for further help. If you have any questions, please do not hesitate to contact us on 0844 892 1767.

What information should I provide for Address History?

We require full details of your residential addresses for the past three years, even if addresses are overseas. Please provide us with the Postcodes of all addresses.

What if I currently live in a rented property?

The details of your landlord, letting agent or organisation to which you pay your rent should be supplied. If you are aware your landlord is difficult to contact, please provide alternative contact information. If you are in a managed let property, we will need both contact details.

We will be calling your referees to verify the information you have provided so please ensure that they know to expect a call from us.

This will speed up your application

What should I do if I have current, historic or pending adverse credit?

You should ensure that as much information is provided as possible on a separate sheet and submit this with your application. Failure to answer this question accurately may jeopardise your application/tenancy. Details of borrowings which you are repaying within credit terms do not need to be listed.

What if I am Employed?

We require six months income/employment details. A section for previous employment information is provided. However, please use a separate sheet if necessary.

We will be calling your referees to verify the information you have provided so please ensure that they know to expect a call from us.

This will speed up your application.

What if I am/will be employed by an educational establishment that is closed for the holidays?

If the educational establishment is controlled by a local authority, the full local authority details along with the name of the school/educational establishment should be supplied in the employment section provided on the application form along with your position, start date, employee number etc. If you have the details please also give us the contact details for the establishment's bursar. If your employer is not a local authority please provide a copy work contract along with your most recent copy pay slips. We will be calling your referees to verify the information you have provided so please ensure that they know to expect a call from us.

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What if I am self employed and do not use an accountant?

Please provide a copy of your last three years tax calculation issued by the H M Revenue & Customs. (SA302.SA100) If you submit your details on-line to H M Revenue & Customs, your tax calculations can be obtained through your on-line facility with them. Please note: a "Statement of Account" is NOT acceptable. Please submit copies with your application form.

This will speed up your application.

What if I am working on a contract/ or as a temporary member of staff?

The details of the company through whom you have secured work should be provided with the contractual end date of your work placement. We will be calling your referees to verify the information you have provided so please ensure that they know to expect a call from us.

This will speed up your application.

What if I am retired and my income is derived from pensions?

You should ensure that contact details for all your pension providers are included. If more than one provider please use the previous/future employment sections. Please also ensure that you have told your pensions administrator to expect a contact from us and authorise them to provide a reference to us. This will speed up your application. If you do not wish us to contact your pension provider(s) please submit copy of most recent pension statement(s) that confirm your pension income with your application.

This will speed up your application.

What if I am retired and my income is derived from investments and pension income?

Please provide details of your financial advisor/accountant who can verify your situation. If you do not have an accountant please provide six months bank statements. If you are also in receipt of pension income, please refer to the paragraph above. Please submit copies with your application form.

This will speed up your application.

What if I have independent means?

We will need to see evidence of your savings for the preceding six months. The simple way is to send us copies of your last six months bank statements from your savings account. Please submit copies with your application form.

This will speed up your application.

What if I am unemployed/student?

A Guarantor will be required. Please complete Guarantor Form. Please note: To speed your application, could you explain to the Guarantor any of the above Paragraphs to which they apply.

What if I work Part time and receive Benefits?

Please complete the Employment/Income section. We will be calling your referees to verify the information you have provided so please ensure that they know to expect a call from us.

This will speed up your application.

Please complete the Other Income section.

Please submit copies of the following Benefit information with your application form.

This will speed up your application.

The Following Benefits are accepted:

- Housing Benefit - Please provide Housing Benefit Statement or Benefit Book.**
- Working Tax or Child Tax Credit - Please provide the most recent statement**
- Child Maintenance - Please provide most recent CSA Letter or Solicitors Letter.**
- Incapacity/Disability Benefit - Please provide most recent statement.**
- Foster Caring/ Carer's Allowance - Please provide contact details for the Council you work for or most recent statement.**

What if I have just moved to the United Kingdom?

We will reference your information in the same way as any of the above, if your employers or Landlord's do not speak English we may need your help to complete the reference. If you can provide email addresses as priority in these cases, due to time differences.

This will speed up your application.

What information do I need to show for Proof of Residency?

We will need to see Copy of Utility Bill or Bank Statement

What information do I need to show for Proof of Identity?

Passport or Picture Drivers License