

TVcheck Data Form

PropertyRisks TVcheck system is designed for Agents to directly input information for speed of response and similarly for Tenants and any Guarantors to input their details online. We do, however, appreciate that in some circumstances it may be convenient to have a form on which to capture the information in advance.

The information which you give us will only be used with your consent, which we ask you to give at the end of the form.

Please take the time to complete this accurately in **BLOCK CAPITALS**, since errors could result in delays and possibly additional costs for re-referencing.

You can assist us to speed up matters by supplying e-mail addresses wherever possible as this makes a huge difference to producing your report in the quickest time possible. Please remember to advise your referees that they will be contacted.

Agent Details

Name of agent:

Contact name:

Phone number:

Prospective Property Details

Postcode* :

House name/flat number:

Address:

Address:

Town*:

County:

Rental Details

Please note: The maximum length of tenancy term on the TVcheck system is 48 months so please do not exceed as this will cause a delay to your application.

Total rent per month*: £

Tenancy term (months)*:

Start Date (dd/mm/yyyy)*:

Complete the following sections per applicant for each type of report required **(Please tick the report type you require)**

Tenant Instant <input type="checkbox"/>	Tenant Comprehensive <input type="checkbox"/>	Guarantor Instant <input type="checkbox"/>	Guarantor Comprehensive <input type="checkbox"/>
Applicants who are financially secure or paying in advance. No decision required.	Applicants with a regular income. You want a decision.	Guarantors who are financially secure or paying in advance. No decision required.	Guarantors where an applicant has been declined and a Guarantor has been advised or in association with an applicant whose status is student, or unemployed so a guarantor is required. You want a decision.
1. Applicant Details	1. Applicant Details 2. Employer, Accountant or Pension referee details – for affordability confirmation 3. Previous Landlord details	1. Applicant Details (as Guarantor)	1. Applicant Details (as Guarantor) 2. Employer, Accountant or Pension referee details – for affordability confirmation

Adults moving in to the property (to be completed by Agent for all permitted occupiers)

	First Name	Middle Name	Surname	Share of Rent £	To be paid by
Tenant 1					Own means
Tenant 2					Own means
Tenant 3					Own means
Tenant 4					Own means
Tenant 5					Own means
Tenant 6					Own means

Names of children living in the property:

Dates of birth:

1.	/ /
2.	/ /
3.	/ /

Please ensure that you have completed all fields. Those fields indicated with an * are mandatory and therefore failure to do so may result in a delay in producing your report.

Applicant Details

Title*: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other		Sex*: <input type="checkbox"/> Male <input type="checkbox"/> Female	
First Name*:		Surname*:	
Date of birth*:		No of dependants*:	
Marital Status*:		Any previous surnames*: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, supply previous surnames*:	
Employment Type*:	<input type="checkbox"/> F/T Employed	<input type="checkbox"/> P/T Employed	<input type="checkbox"/> Temporary Contract
	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Retired	<input type="checkbox"/> Student
			<input type="checkbox"/> Unemployed
			<input type="checkbox"/> Housewife/Home maker
Do you have a National Insurance Number?* Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please complete* <input type="text"/>			

Employment status*:	<input type="checkbox"/> Junior	<input type="checkbox"/> Management	<input type="checkbox"/> Unskilled	<input type="checkbox"/> Supervisor
	<input type="checkbox"/> Semi-skilled	<input type="checkbox"/> Skilled	<input type="checkbox"/> Senior management	
	<input type="checkbox"/> Other (supply details)			
Can we contact the applicant?* Yes <input type="checkbox"/> No <input type="checkbox"/>			Home phone number*:	
Work phone number:			Mobile phone number:	
E-mail Address:				
Do you have any adverse data, for example CCJ's, Voluntary arrangements, etc?* Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please supply details*:				

Table below shows you what information we require dependant upon your status*

Status	Full Time Employed	Part Time Employed	Temporary Contract	Unemployed	Self-employed	Retired	Student	Housewife/ Home maker (if a rental share obligation)
Employer Details	Y	Y	Y	Guarantor needed	N	N	Guarantor needed	Guarantor needed
Accountant Details or latest 6 months bank statements	N	N	N	Guarantor needed	Y	N	Guarantor needed	Guarantor needed
Pension Provider Details	N	N	N	Guarantor needed	N	Y	Guarantor needed	Guarantor needed

Affordability Details

Gross annual income*: £	Any additional sources of income?*: If Yes, please provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Amount of additional income per annum?* £			
Please provide details of any additional income*:			

Employer Details Please ensure you contact your referees to advise them that we will be contacting them shortly. If your employer requires your consent to give a reference, please ask your letting agent for a consent form.

Is your employment likely to change shortly*?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, please provide details of your FUTURE employer
Job Title*:	Start date*: (MM/YY)		
Payroll number:	Employers company name*:		
Contact name*:	Contact job title*:		
Building No:	Address:		
Address:	Postcode:		
Daytime telephone number:	Mobile phone number:		
Fax number:	E-mail address:		
Additional Information:			

Please ensure that you have completed all fields. Those fields indicated with an * are mandatory and therefore failure to do so may result in a delay in producing your report.

Accountant Details (please ensure you contact your referees to advise them that we will be contacting them shortly)

Only to be completed if self employed

Do you have an accountant?*	Yes <input type="checkbox"/> No <input type="checkbox"/> If No , please provide latest 6 months bank statements showing proof of income
Accountants name*:	Contact name*:
Building no:	Address:
Address:	Postcode:
Daytime phone number:	Mobile phone number:
Fax number:	Email Address:
Additional Information:	

Pension Providers Details (please ensure you contact your referees to advise them that we will be contacting them shortly)

Only to be completed if using pension income for rental payment

Do you have proof of pension?*	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes , please provide your latest annual statement of pension
Pension providers name*:	Contact name:
Pension reference number*:	Building no:
Address:	Address:
Postcode:	Day time telephone number:
Fax number:	E-mail address:
Additional information:	

Please ensure that you have completed all fields, those fields indicated with an * are mandatory and therefore failure to do so may result in a delay in producing your report.

You need to supply addresses to cover your last 3 years of residency

Current Address

Postcode*:		House number*:			
Flat number:		House name:			
Street*:		District:			
Town*:		County:			
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>					
Time at address From*: (MM/YY)			To: (MM/YY)		
Living status*:	<input type="checkbox"/> Unfurnished Tenant	<input type="checkbox"/> Furnished Tenant	<input type="checkbox"/> Own home	<input type="checkbox"/> Living with parents	<input type="checkbox"/> Other

Please complete the most recent previous landlords details in box provided

Please note: The time at address must be at least 3 years or more, if not please provide previous addresses below.

Previous Address

Postcode*:		House number*:			
Flat number:		House name:			
Street*:		District:			
Town*:		County:			
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>					
Time at address From*: (MM/YY)			To: (MM/YY)		
Living status*:	<input type="checkbox"/> Unfurnished Tenant	<input type="checkbox"/> Furnished Tenant	<input type="checkbox"/> Own home	<input type="checkbox"/> Living with parents	<input type="checkbox"/> Other

Landlord details (Only required if previously in rented accommodation)

Landlord / Agent name*:		Contact name*:			
Postcode:		Building number:			
Unit number :		Building name:			
Street*:		District:			
Town*:		County:			
Daytime phone number:			Mobile phone number:		
Fax number:			Email address:		
Additional Information:					

Please ensure that you have completed all fields. Those fields indicated with an * are mandatory and therefore failure to do so may result in a delay in producing your report.

What Happens Next?

Frequently Asked Questions

Why are you referencing me?

As part of the application process for your new tenancy, your letting agent has employed PropertyRisks to conduct a comprehensive tenant check (or verification). This process requires you to complete an online application form which enables us to conduct searches of Experian Ltd's databases and carry out an income and previous landlord reference, where applicable.

How do I ensure my reference is completed as quickly as possible?

If you have not done so already, please check to see if you have received an email from us and follow the link provided to complete your application online (you may wish to check your spam folder if you have not received anything). Please take care to complete all of the fields provided and ensure your referees' contact details are accurate and up to date as this will speed up your application. Make sure you press 'submit' after entering all of your details. If you later need to update or amend any of your details, please advise your letting agent.

How can I ensure my referees respond as quickly as possible?

The biggest delays in the process occur when we are awaiting responses from employers or accountants confirming income or from present/previous landlords giving rental payment history. To speed this process up, advise your referees that we will be contacting them to request this information and confirm to the referees that you give your consent for them to provide the reference to us. It also helps to provide us with as many methods of contacting your referees as possible (e.g. email, fax, telephone, etc.).

Who can my referees contact to provide the reference?

Your referees will receive an automatic email or fax from us as soon as you submit your application form, depending on the contact details that you provide. They can reply to either of these or alternatively, telephone 0845 234 2024 and provide the reference verbally. Make sure that your referee has your name and property address to enable us to easily locate your application.

What should I do if my referees indicate they require written proof of my consent?

In the initial email we sent you, there will be a link to download a copy of a consent form. Simply print this off, complete it and either provide it to your referee or fax it to us on 0115 878 3887 so that we can provide them with a copy. Alternatively, you can obtain a copy of the consent form from your letting agent.

How can I find out the progress of my application?

Here at PropertyRisks we are unable to discuss the progress of your reference with you. Our relationship is with your letting agent acting on your landlords behalf, so if you contact them, they will be able to discuss this with you and update you where appropriate.

How will I know the result of my reference?

When the reference is complete, we will pass this to your letting agent who will then contact you to confirm how your tenancy will proceed.

What should I do if I fail the referencing process due to adverse data on my credit file?

If you fail the reference process due to detrimental public record information, you can purchase a copy of your credit file from Experian Ltd by contacting them directly using any one of the following methods:

Online: www.experian.co.uk

Telephone: 0870 241 6212

Post: Consumer Help Service, Experian Ltd, PO Box 8000, Nottingham, NG80 7TH