
MARAS
Century House
Union Street
Barnet. EN5 4HY

Tel: 0845 5005 111
Fax: 0845 5005 333
www.maras.co.uk

FAO: The Lettings Manager
BA Property Services - agent code 2892
Chiltern House
45 Station Road
Henley on Thames
RG9 1AT

16th July 2007

NEW – Revised MARAS Individual and Company Application Forms

Please find enclosed your new MARAS application forms which now also include a useful helpsheet for individuals in completing their application form.

Please ensure your applicants are provided with the helpsheet, so that they can complete their application form correctly.

The helpsheet has been designed to avoid some of the delays that invariably occur due to school holidays etc.

Also included within the helpsheet is information as to how applicants can track their application online.

NEW – Telephone Numbers

You may have noticed that our logo and contact numbers have changed. Our new 0845 numbers are low cost non-geographic numbers and have been introduced as part of our disaster recovery planning. You can of course continue to use the old numbers. Our new contact numbers are as follows:-

Referencing telephone number - 0845 5005 111
Referencing fax number - 0845 5005 333

Insurance telephone number - 0845 5005 222
Insurance fax number - 0845 5005 444

NEW – Website

Our new website goes live on 18th July and brings a range of additional services including instant insurance quotes, purchases and policy issues. If you are a registered insurance agent of MARAS, you will over the course of the coming week be receiving our "Win A Mini" insurance marketing posters and the new insurance leaflets.

MARAS is a registered trademark of Managing Agents Reference Assistance Services Limited, an independent company specialising in vetting of prospective tenants. MARAS is approved by leading underwriters as an acceptable method of checking references.

Century House, Union Street, Barnet. EN5 4HY. Company number 3016409 England and Wales.

MARAS Individuals Application Helpsheet

By following the guidance and advice given below, your application will be processed with the minimum of delay. Please keep this page for future reference.

Can I track my application on line?

Yes. This can be done at any time. To do this, simply follow the five steps below:

1. Go to www.maras.co.uk
2. Click on the services "Application tracker".
3. Enter your date of birth where requested (dd/mm/yyyy)
4. Enter the password code of 2892.
5. Select your record for an update on your application.

The application form

To avoid unnecessary delay, please complete the application form in full and in a dark colour.

Home address information

We require full details of your residential addresses for the past three years, even if addresses are overseas.

• I am a home owner and my property is being sold.

The full address and contact details of the estate agent or solicitor dealing with your sale should be provided.

• I am a tenant.

The details of the landlord, letting agent or organisation to whom you pay your rent should be supplied. If you are aware your landlord is difficult to contact, please ALSO provide copy bank statements showing the last three months rental payments and a copy of your tenancy agreement.

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.

Income details

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

• I am/will be employed by an educational establishment that is closed for 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 your employer is not a local authority please provide a copy work contract along with your most recent copy pay slips.

• I am self employed and have an accountant/auditor.

Your accountants/auditors details should be supplied where indicated. Please also ensure you have given your consent to your accountants/auditors to provide a reference to MARAS.

The income figure to be stated on the application form in the section Current Income Details should be the figure shown as the profit on your last finalised accounts in relation to your self employment. If you have recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section.

• I am self employed and do not use an accountant/auditor.

A copy of your last tax calculation issued by the H M Revenue & Customs in relation to self assessment should be submitted with your application. Please note a "Statement Of Account" is NOT acceptable. 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.

The income figure to be stated on the application form in the section Current Income Details should be the figure shown as the profit on your last finalised accounts in relation to your self employment. If you have recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section.

• I am working on a contract as a temporary member of staff.

The details of the company via whom you have secured work should be provided with the contractual end date of your work placement. If you have been made aware your position is on-going, please provide the contractual position – i.e. one week's notice to terminate the work position to be provided by either party.

• I am retired and my income is derived from pensions.

Please submit copy pension statements that confirm your pension income with your application. You should ensure that contact details for your pension providers are included.

• 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 are also in receipt of pension income, please refer to the paragraph above.

Individuals-track your application on-line.

1. Go to www.maras.co.uk.
2. Select application tracker.
3. Provide your date of birth where indicated.
4. Enter the access code of 2892 and click on the search button.
5. Select your record for the progress of the application.

Property Rental Address:**Total Monthly Rent: £** **Tenancy Term:** **Months****If a joint tenancy, please state the applicant's share: £** **pcm****Is the individual a prospective Tenant** **or Guarantor*** **(please tick)*****If a guarantor or further applicant, please provide the MARAS reference number****MARAS reference number:-*****If a guarantor, please also provide the applicant(s) they are acting for****Names of applicants:-****Individuals Details****Title:** **First Name(s)** **Surname:****Date of Birth:** **Married** **Single** **Separated** **Divorced** **Widowed** **Current Address**

To avoid unnecessary delay, please print and complete in full in a dark colour.

Post Code: **Period at address:****Tel:** **Mobile:** **Email:****Owner** **Council Tenant** **Private Tenant** **With Parents** **Other** **(please advise)****Reason for departure****Have you any current, historic or pending adverse credit?** **If yes, please supply the details****Estate/Letting Agent, Solicitor or Landlord regarding where you are now living****Company or Landlord name:****Address:** **Post Code:****Tel: (day)** **Tel: (eve)****Where have you been living during the last three years?****Please provide previous addresses and dates of occupation, attaching a separate sheet if necessary****Address:** **Period at address****Current Income Details****Employed** **Self Employed** **On Contract** **Temporary** **Retired** **Unemployed** **Student** **Company/Agency name:****Address** **Post Code:****Gross salary/pension per annum £** **Position held****Commencement date:** **Payroll, Service or Pension number****Full time** **Part time** **Tel:** **Fax:****Is this permanent?** **If not permanent, please provide the work end date** ____/____/____**Is your employment to change in the near future? Yes** **No** **If yes, please provide details.**

Previous Employment Details

Where have you been working during the past three years? Please provide details of previous employers, along with commencement and departure dates, attaching a separate sheet if necessary

Company Name: _____

Address _____ Post Code: _____

Tel: _____

Commencement date: _____ Departure date: _____

Accountant / Auditor details if self employed / retired

Please authorise your accountant/auditor to provide a reference.

Practice name: _____ Contact: _____

Address: _____ Post Code: _____

Tel: _____ Fax: _____

Bank/Building Society current account only

Bank/Building Society Name: _____

Address: _____

Account Name: _____ Tel: _____

Account Number: _____ Sort Code: _____

Personal Reference

Name: _____

Address: _____

Tel: _____ Relationship: _____

Next of Kin excluding spouse

Name: _____

Address: _____

Tel: _____ Relationship: _____

Additional occupants & general information

Please list the names of all prospective tenants over 18 years of age to reside at the address

Ages of Children _____ Smokers/non Smokers _____

Nationality _____ List any Pets _____

Declaration

Once the application form has been fully completed, please submit to your agent

I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. I understand that should the information provided by me on this form prove to be untrue, it is grounds for termination of the tenancy as described in Ground 17 of the Housing Act 1996. DATA PROTECTION ACT: information provided by you on this form may be verified and held by MARAS in its computer records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. MARAS may search the file of a credit reference agency. Any information obtained or compiled by MARAS may be passed on to Agents and Landlords.

Applicants/Guarantors Signature _____ **Date:** _____

AT 2007

BA Property Services (2892)

Tel: 0118 934 4215 Fax:

Companies-track your application on-line.

1. Go to www.maras.co.uk.
2. Select application tracker.
3. Provide the enquiry number where indicated (obtainable from your letting agent).
4. Enter the access code of 2892 and click on the search button.
5. Select your record for the progress of the application.

Property Rental Address:

Total Monthly Rent: £ _____ **Tenancy Term:** _____ **Months** _____

Is the Company a prospective Tenant or Guarantor* (please tick)

***If a guarantor, please provide the Maras Reference Number**

MARAS reference number:- _____

***If a guarantor, please also provide the applicant(s) they are acting for**

Names of applicants:- _____

Company Details

Full Company Name: _____

Company Registration number if Limited: _____ *Date of formation:* _____

Current Address: _____

To avoid unnecessary delay, please print and complete in full in a dark colour.

Post Code: _____ *Website:* _____

Tel: _____ *Period at address:* _____

Owner Commercial Tenant Other (Please advise)

Has the company any adverse credit history? Yes No If yes please detail on separate sheet.

If the company is a subsidiary, please provide details of the holding company

Name of Holding Company: _____

Address: _____

Post Code: _____ *Tel:* _____

Managing Agent or Landlord of currently occupied property

Name of Agent/Landlord: _____

Address: _____

Post Code: _____

Tel (day): _____ *Tel (eve):* _____ *Fax:* _____

Previous trading addresses over the last three years

Please provide previous addresses and dates of occupation, attaching a separate sheet if necessary

Address: _____ *Period at address:* _____

Accountant/Auditor

Please authorise your accountant/auditor to provide a reference

Practice name: _____ *Contact:* _____

Address: _____ *Post Code:* _____

Tel: _____ *Fax:* _____

Solicitor

Practice Name: _____ *Contact:* _____

Address: _____ *Post Code:* _____

Tel: _____ *Fax:* _____

Bank/Building Society Details

Current Account Only

Name of Bank/Building Society: _____

Address: _____ *Post Code* _____

Account Number: _____ *Sort Code:* _____

Account Name: _____ *Tel:* _____

Proprietor, Partners or Directors Details

Name: _____

Address: _____ *Tel:* _____

Name: _____

Address: _____ *Tel:* _____

Trade Reference

Trade Reference name: _____

Address: _____

Post code: _____ *Tel:* _____

Proposed occupier & general information

Full names of proposed occupier: _____

Position in company: _____ *Marital status:* _____

Smokers/non smokers _____ *Ages of children:* _____

Nationality: _____ *Details of any pets* _____

Utilities to be paid by occupier or company? _____

Declaration

Once the application form has been fully completed, please submit to your agent

I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. DATA PROTECTION ACT: information provided by you on this form may be verified and held by MARAS in its computer records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. MARAS may search the file of a credit reference agency. Any information obtained/compiled by MARAS may be passed on to Agents and Landlords.

Signed for and on behalf of the company: _____

Position held: _____

Date: _____

AT 2007