

Credit Check Guidance

The following guide will help you interpret the information that you may receive within the credit report.

General Information:

The credit report is designed to give you information as to the applicant's credit worthiness. My-let do not apply any grading or give any other instruction as to whether you should accept the applicant or not based on the credit report. We advise that you obtain other applicable references in addition to the credit report.

Prior to you requesting the credit check, the applicant must have completed the relevant sections of the application form and agreed online to the credit check being carried out. (If using a paper form then it has to be signed by the applicant). You may not share the information provided to you with your prospective tenant(s) or any other third party (other than those stated in the declaration on the tenant's application form) as it would be in contravention of the Data Protection Act 1998. Should your prospective tenant(s) wish to see what information we hold on our files they may request it in writing from the following address:

BPG (UK) Ltd (t/a my-let.com) Lathkill House, RTC Business park, London Road, Derby DE24 8UP

The credit check only checks UK credit data so applicant's who have only recently entered the country will not have any credit records. This will also apply to applicant's who have previously lived in the UK and are returning after a long absence. Credit data that is less than 6 years old is returned.

Entering Addresses:

We provide space for up to 2 addresses to be entered. The second address is required if the applicant has lived at the first address for less than 12 months, but it is recommended that you complete it regardless of the period lived in the first address. We will check all addresses entered here and the more information you give us, the more information we can find out for you. The credit report will check all applicable addresses that have been linked to the applicant up to a maximum of 9. These addresses will be listed in the report.

If the applicant has not been in their current address for more than 4 months we recommend that you do not enter this address and start with their most current previous address. If no 'Individual' match has been found for any of the addresses supplied and you have further addresses to check for that applicant you will need to start a new search. You will still be supplied with a report for the addresses checked in this scenario.

More Information:

Sometimes there are several possible selections available from the information provided. If this occurs, we may present you with a list of choices to select from. You may get one for the applicant's name or address. If this happens, just select the correct item from the list and re-submit. The site will guide you through this situation.

Not Found:

If the address does not match the Royal Mail database and no credit check can be carried out, you will be told. Please double check the address and try again.

Completed Credit Check Report

This score will give an indication of the applicant's credit worthiness.

- A score of over **566** is considered good
- A score of **520-565** is average
- A score of less than **520** is below average.

If the applicant receives a zero score this indicates that the applicant is not associated with the address supplied and we recommend obtaining proof of address and identity from the applicant. Our scores are based on the individual rather than the geographical area, hence zero scores are possible.

County Court Judgements (CCJs):

Active Judgements: Indicates the number of CCJ's the applicant has, that have yet to be settled.

Satisfied Judgements: Indicates the number of CCJ's the applicant has, that have been settled and a satisfaction certificate issued.

Bankruptcies and Insolvencies (BAI)

Discharged BAI's: This indicates the number of bankruptcies that have been discharged. Full Details of any adverse credit information will be included within the report.

Confirmed Addresses:

This will show all addresses that have been checked. This will include the address entered plus any linked addresses detected. Linked addresses will only be obtained if the applicant has been located at the address at Individual Level (detailed below).

Address Confirmation Level: This indicates at what level the applicant is associated with the address.

Individual: This shows that the applicant is/has been associated with the address. Where an applicant has been matched to this level it will be possible to link to other addresses associated with the applicant. If we have know the source of the association (e.g. the publicly-available, edited electoral roll) this will be shown.

Surname: This indicates that there has been a surname match at the address supplied. However, there is still no confirmation that the applicant has been matched to the address supplied. If we have know the source of the association (e.g. the publicly-available, edited electoral roll) this will be shown.

House: This indicates that only the address itself has been verified and that there is no record of the applicant at that address.

Not confirmed: This usually indicates that the address cannot be matched with the royal mail address list.

Electoral Roll: We are unable to see applicants who have chosen not to be included in the public version of the electoral roll. This does not mean that they're not on the electoral roll or that they don't live at this address. In this case you will not get an 'Individual' match against the address and we advise that you seek some other proof of residency.

Linked Addresses:

This indicates the number of addresses that have been linked to the applicant including the dates applicable. These addresses are checked as part of the credit check and any adverse credit history found will be included within the report.

Notices of Correction:

This will list any other explanatory text that the applicant has added to their credit file. This may explain the reasons behind any of their adverse credit history.