



## TENANCY APPLICATION FORM

PROPERTY ADDRESS.....

- There is a £250 plus VAT administration fee payable per property. This is payable in two installments, half when you apply as a “reservation fee” and the balance when you sign the tenancy. The first £150 payment will be required before referencing. Payment can be made by BACS, card or cash. If payment is made by cheque, the cheque will need to have cleared before referencing commences. Should the Landlord decide not to rent out the property after your application has been received, then this would be refunded to you. If the Landlord/Agent decides that your references are insufficient or unsuitable or you decide not to proceed after references have been sent out on your behalf, this amount will be retained by the Agents.
- When you sign the tenancy agreement you will need to pay the first month's rent and the deposit (normally equal to two month's rent). The deposit money will need to be cleared funds before you take the keys.
- Applications are not accepted on a first come first served basis. They are chosen on suitability at the discretion of the Landlord and their Agent. Should your application not be successful, the Agents are not required to provide a reasoned explanation.
- Any tenancy granted would be in the joint names of each applicant over 18 years old. In the case of married couples, tenancies will be placed in joint names. Any children over 18, still living at home, will be named as tenants and should be included on the application form.
- Please note that DHSS applicants are not accepted.
- Please note that applicants looking to **run a business from a residential property or to work from home** should check with our office before making an appointment to view.
- Proof of identity:** Please bring a passport (in dated) or photographic driving licence (in date) *and* birth certificate into the office along with your application. These will be photocopied and returned to you. Please also bring a utility invoice in your name from the last three months (not a mobile telephone invoice).
- Please fill in **one** form per adult.
- What happens after your application has been submitted and accepted?** We secure a reference through an online referencing company called HOMELET who will contact you by email to progress your application.

APPLICANT DETAILS	
Title	
First Name	
Middle Name	
Last Name	
Address	
Postcode	
Home telephone number	
Work telephone number	
Mobile number	
Email address	
Length of time at this address	
Present accommodation	Homeowner / rented accommodation / family home <i>* Please delete as appropriate</i>
Why are you leaving your present accommodation?	
Will you be working from home?	
Do you have any pets?  <i>If yes, please provide details.</i>	
Do you have any children that will be living with you all or part of the time?  <i>If yes, please provide names and ages.</i>	
Are you a smoker?	
What date would you like the prospective tenancy to start?	

EMPLOYMENT REFERENCE	
Homelet will contact you direct about this, but please also confirm here your employment details:	
Your job title	
Your employer	
Company	
How long have you worked here?	

**LANDLORD REFERENCE**

Name/company	
Phone number	
Email address	

**CREDIT HISTORY**

Do you have any adverse credit history? Eg County Court Judgments, Bankruptcy etc  <i>If yes, please provide details</i>	
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**DECLARATION**

I, ..... (print name) confirm that the above information is true to the best of my knowledge, and that no facts which are likely to materially alter the decision to offer me a tenancy have been withheld.

Signed.....date.....

Scheme No.

Telephone

Reference No.

### ABOUT YOUR REFERENCE [To be completed by the Tenant]

Your reference will be completed by HomeLet on behalf of your letting agent. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the Data Protection Act 1998 (the "Act")

In order to complete your application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default on your rental payments, HomeLet may record this on a centrally held database of defaulting tenants, and that such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.
- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

The provisions of Ground 17 of the Housing Act 1996 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement

**PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.**

YES  I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

YES  I'm happy for HomeLet to contact my referees (*including those outside the EEA*), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

If you'd like to find out more about any of the information sources we access to complete your application, please visit [homelet.co.uk/ref-info](http://homelet.co.uk/ref-info).

Signed

Full name

Date

Following the completion of your reference, HomeLet or other Barbon Group Companies may contact you by phone or post to let you know about additional services we can offer which may be of interest to you. These services could help protect your liability as a tenant as well as your personal contents. If you don't want us to contact you, please tick this box . We'll never pass your details on to a third party unless we ask for your express permission. If you'd like to unsubscribe from any services at any time, then please contact HomeLet on [unsubscribe@homelet.co.uk](mailto:unsubscribe@homelet.co.uk)

Yes, I'm happy for HomeLet and other Barbon Group Companies to contact me occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit me as a tenant.

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia House, Edgewest Road, Lincoln, LN6 7EL

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this application is strictly prohibited. If you receive this application in error please notify us immediately by calling 0845 111 2222.

# Consent to use personal information for residency checks

In order to proceed with your application, we're required to obtain from you sensitive information, including but not limited to:

- Passport
- Visa
- Driving licence
- Utility bills
- Live photographs

Information obtained will be for the purpose of conducting residency checks in accordance with the Immigration Act 2014. Information provided to us will be sent to our selected third party for verification. No data will be sent outside of the EEA and any transmission of information will be done so through secure means at all times. For details on the third party used for this verification please contact us.

**YES**  I consent to the collection, verification and retention of my sensitive information in accordance with the Immigration Act 2014 and the Data Protection Act 1998.

Signed

Full name

Date