

RESIDENTIAL TENANCY APPLICATION

Property address: _____

Attention is drawn to the following terms and conditions on which an application for a residential tenancy will be considered:

1. Please complete the tenancy application form as completely and as accurately as possible in block letters. This will help us deal with your application more quickly. Every person aged 18 years or over who intends to reside in the property must complete one each. **Photographic identifying documents will need to be produced prior to referencing, plus proof of income and proof of address.** As of 1st February 2016, proof is also required to show you have a right to rent a property in England by providing a national identity card, current visa or work permit.
2. A reservation fee will be due to reserve a property, and only then will references be processed. If successful, this fee will contribute towards the first months rent due.
3. Unless otherwise stated, all lettings are Assured Shorthold Tenancies under the Housing Act 1988. These are fixed-term contracts, usually for six or twelve months (sometimes renewable), and both parties are committed to their obligations, including payment of rent for the full term. If rent is paid in advance, and the landlord agrees to extend the tenancy after the initial term, you will be required to pay rent in advance for the subsequent term(s) unless agreed in writing.
4. In cases where tenants receiving Housing Benefit may be acceptable, a guarantor will be required. Tenants should be aware that they will be personally responsible for payment of all rent due for the property and that if a recovery of Housing Benefit is made, the tenant will be responsible for making good the shortfall of rent.
5. Completion of this application does not place any obligation on either the proposed landlord or tenant to proceed with a letting.
6. Subject to the submission of the appropriate fully completed application form being received for each applicant and guarantor (if required), the reservation fee will be due and this will reserve the property. A period of fourteen days will be the permitted time for the application to be accepted and tenancy agreement subsequently signed. An extension of this period will need to be agreed by both parties in writing. If your application is accepted, the Guarantor **MUST** attend the office to sign the tenancy agreement.
7. Any requests for furniture, decorating or repairs must be in writing before your application is processed and approved by the landlord.

TENANT FEES SCHEDULE

8. **Holding Deposit – (Per Tenancy) one weeks rent.** This is to reserve a property. Please note: This will be withheld if any relevant person (including any guarantor(s)) withdraws from the tenancy, fail a Right-to-rent check, provides materially significant false or misleading information, or fails to sign their tenancy agreement (and/or deed of Guarantee) within 15 calendar days (or other deadline for Agreement as mutually agreed in writing).
9. **Security Deposit – (Per Tenancy – rent under £50,000 per year) five weeks rent.** This covers damages or defaults on the part of the tenant during the tenancy.
10. **Unpaid Rent** – Interest at 3% above the Bank of England base rate from rent due date until paid in order to pursue non-payment of rent. Please note: This will not be levied until the rent is more than 14 days in arrears.
11. **Lost Key(s) or other Security Device(s)** – Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenants, landlords any other persons requiring keys will be charged to the tenant. If extra costs are incurred, there will be a charge of £15 per hour (incl. VAT) for the time taken replacing lost key(s) or other security devices.

12. **Variation of Contract (Tenant's Request) £50 (incl. VAT) per Agreed Variation.** To cover the costs associated with taking the landlord's instructions as well as the preparation and execution of new legal documents.
13. **Change of Sharer (Tenant's Request) £50 (incl. VAT) per replacement tenant or any reasonable cost incurred if higher.** To cover the costs associated with taking the landlord's instructions, new tenant referencing and Right to rent checks, deposit registration, as well as the preparation and execution of new legal documents.
14. **Early Termination (Tenant's Request)** – should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.
15. The Tenant agrees to the Disclosure of Tenant's personal details to One Utility Bill Limited ("One Utility Bill or OUB"), Loveitts ("Loveitts"), and the incumbent Energy Supplier (for a full list of suppliers, please click [here](#)) for the purposes of Utility Registration.
16. At the start of the Tenancy, gas and electricity will be provided, or will be in the process of being provided by the incumbent Energy Supplier, the details of this supplier information will be communicated to the tenants by One Utility Bills customer service team via phone call and/or email. The tenants are not in a contract with their incumbent Energy Supplier and are free to choose any Energy Supplier option available to them.
17. The Tenant agrees that Loveitts may pass the Tenant's name, phone number, email address, to One Utility Bill, for the purposes of;
- A. Registering the gas and electricity meters at the property in the Tenant's name with the incumbent Energy Supplier providing gas and electricity to the Tenant and administering the Tenant's account with the incumbent Energy Supplier if applicable;
 - B. Registering the Tenant with the incumbent water supplier to the property.
 - C. Informing the relevant district Council, for your property, of the new tenancy commencing, if required.
- The incumbent water supplier may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.
- The relevant district Council may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.
18. Loveitts will only process data on behalf of One Utility Bill. One Utility Bill will use the Tenant's details only for the purposes set out above and not in any other way. One Utility Bill and Loveitts will comply with their obligations as a data controller and/or data processor (as applicable) under the General Data Protection Regulation effective, as of the 25th May 2018.
19. One Utility Bill will handle Tenant's data in the manner set out in One Utility Bill's standard Terms and Conditions and/or [Privacy Notice](#). One Utility Bill will not hold any personal details longer than is necessary and will only use it for the purpose set out above in a lawful manner. Our Data Retention Policy is available on the One Utility Bill Website.

DECLARATION:

You are applying for a tenancy and must complete the tenancy application form. This application requires you to provide personal information, which will be provided to Homelet who carry out credit and referencing checks and provide us with a report on your suitability as a tenant.

In completing the application, you agree that the application can be passed to them for this purpose. We will not share this information with any third party other than our client without your consent. You also acknowledge that your information will be shared during the tenancy term with appointed contractors as used by the landlord or agent.

I have read and agree to the terms and conditions above.

Signed: _____ Date: _____

Printed: _____

Scheme No. 1508857

Telephone 024 7622 8111

4 LETTING AGENT: WHAT IS THE TENANT'S SHARE OF RENT

[To be completed by the Agent]

4.1 YOUR PERSONAL DETAILS [To be completed by the Tenant]

Title: Mr ☐ Mrs ☐ Miss ☐ Other

First name Middle name

Last name

Email

Other/Maiden/Previous name(s) Date of birth / /

Residential Status Property owner ☐ Council tenant ☐ Private tenant ☐ Living with friends/relatives ☐

Employment status Employed ☐ Self-employed ☐ Retired ☐ Independent means ☐

On contract ☐ Student ☐ Unemployed ☐

Total gross annual income

Your Telephone Your Mobile

Bank / building society details: please provide the details of your current account

Account holder(s) Bank name

Bank Account no. Sort code

IMPORTANT - ADVERSE CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?

NO ☐ YES ☐

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

5 YOUR ADDRESS [To be completed by the Tenant]

Current Address

Postcode

Period at Address Years Months

We require three years worth of your address history. If you have lived at this address for more than three years, please move to section 6. If you have been there for less than three years, please provide your previous address(es) below.

Previous Address

Postcode

Period at Address Years Months

Status Owner ☐ Rented ☐ Living with parents ☐ Council tenant ☐ Other ☐ *Please complete section 6*

Previous Address

Postcode

Period at Address Years Months

Status Owner ☐ Rented ☐ Living with parents ☐ Council tenant ☐ Other ☐ *Please complete section 6*

Scheme No. 1508857

Telephone 024 7622 8111

6 YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT [To be completed by the Tenant]

If you are not a private tenant, please move to section 7.

If you are a private tenant please provide the details of the person or company that you pay your rent to now.

Name

Address

Postcode

Telephone Evening Telephone

Email Fax

Please complete section 7

7 YOUR FINANCIAL / EMPLOYMENT INFORMATION [To be completed by the Tenant]

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current Employer ☐ Pension Administrator ☐ Accountant ☐ Self employed (SA302 / SA100) ☐ Benefit / Savings / Other ☐

Company Name

Address

Postcode

Contact Name Contact Position

Telephone Fax

Mobile

Email

Your position

Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Is this position: Permanent ☐ Contract ☐ Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self employed please indicate your average earnings from the last year*

Basic salary Commission / Overtime

Start Date End Date (if applicable)

Details of savings / benefits:

Do you have a second job, or additional pension? IF YES, please enter the details in section 8
Will your employment change before the proposed tenancy starts? IF YES, please go to section 8
IF NO, please go to section 9

Scheme No. 1508857

Telephone 024 7622 8111

8 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Tenant]

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future employer ☐ Second employer ☐ Pension administrator ☐ Accountant ☐ Benefit/other ☐

Company Name

Contact Address

Postcode

Contact Name Contact Position

Telephone Fax

Email *Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Your Position

Is this position: Permanent ☐ Contract ☐ Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self-employed please include your average earnings from the last year*

Start Date End Date (if applicable)

9 ADDITIONAL INFORMATION [To be completed by the Tenant]

• PLEASE NOTE, the information contained within this section is not mandatory for your reference, however your letting agent may require this to assist with your application

Marital status: Single ☐ Married ☐ Divorced/Separated ☐ Other ☐

Are you a smoker? YES ☐ NO ☐ Do you have any pets? YES ☐ NO ☐ Details / type of pets

Names and ages of any children / dependents who will be occupying the property

National Insurance Number Nationality

Passport Number

Your next of kin (this should NOT be your spouse):

Name

Address

Postcode

Telephone Relationship

How long known Years Months

Please complete section 10

Scheme No. 1508857

Telephone 024 7622 8111

10 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 General Data Protection Regulation ('GDPR')

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.
- ☐ The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on our website: homelet.co.uk

Details of addresses, including past, current and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both you, the data subject, and the third-party companies. 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 Section 8, Ground 17 of the Housing Act 1988 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 www.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

☐ 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 0330 333 7073.