

## HOW TO APPLY FOR A RENTAL PROPERTY

Each applicant must complete a tenancy reference form and return it to us with the correct reference fee paid in cash or by bank transfer. **Debit and credit cards are not accepted.**

**£175.00 for first applicant**

**£85.00 for any additional applicant**

Proof of ID must be produced with the reference form – Passport or National ID card together with valid VISA (if applicable) in order to comply with Right to Rent legislation. If Passport is not available Driving Licence AND birth Certificate or recent letter from employer or HMRC (Originals MUST be seen)

Reference applications will not be processed until all reference forms and fees have been received. If you wish to proceed with a property it is recommended you contact us by telephone to register your interest and return your reference forms immediately as most rental properties are taken very quickly.

If a guarantor is required to support your application, if agreeable to the landlord, they will need to fill in a guarantor's reference form and return it to us together with proof of ID (as described above) and a reference fee of **£95.00**.

In general, once satisfactory references are received, all tenants and guarantors (if required) will be required to come to Shipmans office to sign the contract before the letting commences. At this time, we require one month's rent in advance plus a minimum of 1.5 month's rent which will be held as a damage deposit and registered under the Tenancy Deposit Scheme. This money must be paid by bankers draft, cash or bank transfer. Subsequent rental payments must be made monthly by a single standing order.

Pets are allowed in some properties at the discretion of the Landlord. In the event of a Landlord accepting a pet, a higher damage deposit of 2 month's rent will be required. Pets are generally not allowed in flats.

Properties are let on Assured Shorthold Tenancy agreements for a minimum of 6 Months.

By submitting this application you accept it is sometimes necessary to share your information with the Landlord.

(No additional fees are payable and all fees listed above are inclusive of VAT)

**ESTATE AGENTS    VALUERS    PROPERTY MANAGEMENT    LETTING AGENTS**

Shipmans Independent Property Services

rentals@shipmans.co.uk

Scheme No. 1502614

Telephone 01603 765 858

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned. Once completed, you can enter this application online via [connect.homelet.co.uk](http://connect.homelet.co.uk) for an instant acknowledgement.

### 1 PROPERTY TO LET [To be completed by the Letting Agent]

Property Address

Postcode

Total rent per calendar month

How is Rent Guarantee offered to your landlord? Free of charge  Separate charge  Included in Management Fee  N/A

Property Let Type Let Only  Managed  Rent Collect

No. of bedrooms

Property type Detached  Semi detached  Flat  Terraced  Bungalow

When was the property built? (eg 1984)

Tenancy term (months)  Number of Tenants  Tenancy start date  /  /

Is the tenant paying the full rent in advance? Yes  No  If yes, do you require HomeLet to obtain financial references? Yes  No

*Please complete Section 2*

### 2 PRODUCT SELECTION [To be completed by the Letting Agent]

Please select the service required, TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Insight  Enhance  Optimum   
Xpress 6 months  Extra 6 months  Advantage 6 months   
Xpress 12 months  Extra 12 months  Advantage 12 months

*Please complete Section 3*

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### 2a DECLARATION [To be completed by the Letting Agent]

If you have selected an Xpress, Extra or Advantage product, the below declaration questions are mandatory in order to process the application. Please ensure you complete the questions in full.

#### DECLARATION

Any facts known to you which are likely to affect acceptance or assessment of the insurance cover you are requesting must be disclosed. Should you have any doubt about what you should disclose, do not hesitate to tell us. Making sure we are informed is for your own protection, as failure to disclose may mean that your policy will not give you the protection you require, or perhaps you may invalidate the policy altogether. For your reference, we recommend you keep a record of any additional information given, including copies of letters.

1. Will/is the property let or to be let on a written Assured Shorthold Tenancy (in England & Wales or the equivalent in Scotland or Northern Ireland) with a minimum initial period of at least 3 months? YES  NO
2. Are you aware of any circumstances which may give rise to a claim? YES  NO
3. Is your property in a good state of repair and regularly maintained? YES  NO
4. Has/will the first month's rent been/be paid in advance of the commencement of the let? YES  NO
5. Has/will a deposit equivalent to (or greater than) a sum of 1 months rent been/be taken and protected in line with current regulation prior to the commencement of the tenancy? YES  NO
6. I confirm that all existing tenants/guarantors have been and any future tenants/guarantors will be, satisfactorily referenced in accordance with HomeLet conditions YES  NO

THE QUESTIONS AND ANSWERS YOU HAVE GIVEN ARE SET OUT ABOVE AND FORM THE BASIS OF YOUR CONTRACT OF INSURANCE.

IF ANY OF THE ANSWERS ARE INCORRECT YOU MUST NOTIFY US IMMEDIATELY. FAILURE TO DO SO MAY RESULT IN YOUR POLICY BEING VOIDED OR CANCELLED IN THE EVENT OF A CLAIM.

*Please complete Section 3*

### 3 PROSPECTIVE LANDLORD DETAILS [To be completed by the Letting Agent]

*Note: This section is only necessary if you have selected a Rent Guarantee (Xpress, Extra or Advantage)*

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

**LETTING AGENT - please now complete section 4 overleaf and pass to the tenant to complete sections 4.1-10**

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#### 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*

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### 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*

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### 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*



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### 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.
- 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.

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](http://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](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

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