

INDIVIDUAL REFERENCING

Each applicant must complete a tenancy reference form and return it to us.

- 1 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).

We will also require a holding deposit of one weeks rent to proceed with your application.

Reference applications will not be processed until all reference forms and ID 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).

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. We will require one month's rent in advance, less the holding deposit paid, plus 5 weeks rent as a damage deposit, which will be registered under the Tenancy Deposit Scheme. We can only accept payment by cash or bank transfer, cash can be paid when signing the Tenancy and it is recommended a transfer is made at least 48 hours before the start of a tenancy to ensure cleared funds are received. 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, please contact us to see if this is agreeable for this property and we will explain options. Pets are generally not allowed in flats.

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

- 2 As the landlord of the property is our client and we are acting on their behalf as Agent, we are unable to withhold from them any data we may hold about you in connection with your occupation of the property. By submitting this application you accept it is sometimes necessary to share your information with the Landlord.

The information we hold about you may include (but will not be limited to) all or part of the following:

Your name, email address, telephone number, date of birth, address, marital status, employment status and address, name and age of any children who will be living at the property.

For further information on our privacy policy please see our website.

- 3 A holding deposit of one week's rent is required to reserve a property. This will be withheld if any relevant person (including any guarantor) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

By submitting this application, I agree to the information as specified above.

Signed

Name

Please now complete and sign the Homelet application form attached and return to us ASAP.

Scheme No. 1502614

Telephone 01603 765 858

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 *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 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

Scheme No. 1502614

Telephone 01603 765 858

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.