

Application for Rented Property

We require the following documents for *each* applicant:

Proof of ID: Driving Licence or Passport

Proof of Address x 2: Utility Bill, Council Tax Bill, Mobile Bill, Credit Card Bill

Proof of Income: Recent Payslip, Offer Letter

3 Months Bank Statements

Application Fees

£130 first applicant

£60 for each additional applicant

(These are non-refundable and payable on application)

If your application is successful you are required to pay one months rent
and a security deposit before the commencement of the tenancy

For Office Use Only

PROPERTY ADDRESS	
ID Check	
Employer	
Landlord	
Homelet	
Guarantor Required?	
Pass/Fail	
Tenant Informed	
Move Date	

rent rent rent
residential letting specialists



NEWARK: Northgate Business Centre, 38 Northgate, Newark, Notts, NG24 1EZ Tel 01636 642850
LINCOLN: Lindum Business Park, Jubilee Place, Station Road, North Hykeham LN6 3QX 01522 852681



INDIVIDUALS APPLICATION FOR TENANCY

Scheme No: 1506667

Rent Rent Rent Lettings
Tel: 01636642850

Northgate Business Centre, 38
Northgate
NEWARK
NG24 1EZ

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 HomeLetUK.com/Connect for an instant acknowledgement.

1. 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 (Credit Profile Plus) Enhance (Comprehensive Plus) Optimum Xpress 6 months Xpress 12 months Extra 6 months Extra 12 months Advantage 6 months Advantage 12 months

2. PROPERTY TO LET To be completed by the LETTING AGENT

Address:
Postcode:
Is this property: Let only Managed Rent collect
Number of bedrooms: Property type: Detached Semi detached Flat Terraced Bungalow
When was the property built?
Total rent for this property per month £ Applicant share of rent per month £
Tenancy term: (months) Tenancy start date:
Is this property shared? Yes No If yes, number of sharers in property? Is this a student property? Yes No
Is the tenant paying the full rent in advance? Yes No If yes, do you require HomeLet to obtain financial references? Yes No

PROSPECTIVE LANDLORD DETAILS:

First name: Last name:
Address:
Postcode:
Telephone: Mobile:
E-mail:

3. YOUR PERSONAL DETAILS To be completed by the TENANT

Title: Mr Mrs Miss Ms Other
First name:
Middle name:
Last name:
Other name(s): (Inc maiden name)
Date of birth: National Insurance Number:
Residential status: (please tick one) Property owner Council tenant Private tenant Living with friends/relatives
Employment status: (please tick one) Employed Self-employed Retired Independent means
On contract Student Unemployed
Gross annual income £
Bank / building society details: please provide the details of your current account
Name(s) of account holder(s):
Bank name:
Bank account number: Sort code:

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.



INDIVIDUALS APPLICATION FOR TENANCY

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3. YOUR PERSONAL DETAILS continued

To be completed by the TENANT

Telephone: _____ Mobile: _____
 (Inc STD) *We may need to contact you when we process your application, please ensure that you provide at least 1 contact number.*

E-mail: _____

Nationality: _____ Passport number*: _____
**Required if you have been out of the UK for the last 6 months.*

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? Yes No

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.

4. YOUR CURRENT & PREVIOUS ADDRESS(ES)

To be completed by the TENANT

Current address: _____

Postcode: _____ Period at address: _____ Years _____ Months

If you have lived at your current address for less than 3 years, please provide previous addresses below.

Address: _____

Postcode: _____ Period at address: _____ Years _____ Months

Address: _____

Postcode: _____ Period at address: _____ Years _____ Months

5. YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT

To be completed by the TENANT

If you are a private tenant please provide the details of the letting agent/ landlord/ managing agent of your current address.

Name: _____

Address: _____
 _____ Postcode: _____

Telephone (day): _____ Telephone (evening): _____

Fax: _____

E-mail: _____
Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

6. YOUR FINANCIAL 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 SA302 / SA100

Company name: _____
 Address: _____
 _____ Postcode: _____

Contact Name: _____

Contact's Position: _____



TAKING THE RISK OUT OF PROPERTY RENTAL

Rent Rent Rent Lettings

INDIVIDUALS APPLICATION FOR TENANCY

Scheme No: 1506667

Tel: 01636642850

6. YOUR FINANCIAL INFORMATION continued

To be completed by the TENANT

Telephone: (Inc STD) Fax: E-mail: Providing an email address or fax number could result in a QUICKER RESPONSE from your referee. Your position: Is this position: Permanent Contract Contract term Months Hours per week Payroll/Service/Pension number: Gross Salary/Pension/Drawings per annum: £ If self-employed please include your average earnings in the last 2 years Start date: End date (if applicable): Will your employment change before the proposed tenancy starts? Yes No If YES, please provide details below.

ADDITIONAL FINANCIAL INFORMATION - 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: Address: Postcode: Contact name: Contact's position: Telephone: (Inc STD) Fax: E-mail: Providing an email address or fax number could result in a QUICKER RESPONSE from your referee. Your position: Is this position: Permanent Contract Contract term Months Hours per week Payroll/Service/Pension number: Gross Salary/Pension/Drawings per annum: £ If self-employed please include your average earnings in the last 2 years Start date: End date (if applicable):

7. ADDITIONAL INFORMATION

To be completed by the TENANT

Your personal details: Information requested in this box is not required for referencing purposes, however may assist your managing agent.

Marital status: Single Married Divorced/separated Other

Are you a smoker? Yes No Do you have any pets? Yes No

Please detail:

Names and ages of any children who will be occupying the property (use a separate sheet if required):

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

Name: Address: Postcode: Telephone: Relationship:

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8. DECLARATION AND CONSENT

To be completed by the TENANT

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.

I confirm that the information which I have given in my application form is to the best of my knowledge true and accurate. I acknowledge and agree to HomeLet carrying out searches to verify such information. I consent that such verifications may involve HomeLet:

- contacting any referee detailed in my application;
- consulting with credit referencing agencies, including passing credit performance data to such agencies who may share this data with other organisations for credit referencing, crime prevention and related (non marketing) purposes;
- consulting with the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank account details; and
- consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).

In connection with my application I acknowledge and consent that:

- HomeLet and any third party may keep a record of any search carried out to verify the information I have provided;
- HomeLet may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- if I default on my rental payment or apply for a new tenancy agreement in the future HomeLet may review the results of the verifications and searches set out above;
- if I default on paying my rent the default will be recorded on HomeLet's central database for defaulting tenants and that such default may affect any future application I may make for tenancies, credit and/or insurance;
- HomeLet can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to HomeLet
- I may request the name and address of the Credit Reference Agency HomeLet use, I understand that I may apply for a copy of the information they provided to HomeLet.

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

HomeLet shall for the purposes of this application form be the Data Controller as defined in the Data Protection Act 1998 (the "Act"). In connection with the Act I acknowledge and consent that HomeLet:

- Can release my details where they are required to do so by law
- Can contact me about their alternative services which are appropriate and may be of interest to me if I do not tick this box
- Can contact me via text message or e-mail about the above services if I tick this box
- Can pass my details to third parties for those third parties to contact me with information about their products and services, which they feel may be of interest to me if I tick this box
- Please note that you can contact us to unsubscribe from these services at any time

I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earning and dates of employment to HomeLet for the purposes described above.

Signed

Print name in full

Date

HomeLet is a trading name of Barbon Insurance Group Limited and Hanover Park Services Limited. Barbon Insurance Group Limited is authorised and regulated by the Financial Services Authority. Registered in England number 3135797. Registered office address: 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX. Hanover Park Services Limited is registered in England number 4194617. Registered office address 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX.

Additional Information:

To avoid delays to the tenancy, please make sure that you have fully completed this form before submitting it to your letting agent. Don't forget to let your referees know that HomeLet will be contacting them.

You can track the progress of your application online by visiting homelet.co.uk/tenants then select 'Your Reference'. We'll send your log in details to your email address as soon as we receive your application.

July 2011

DECLARATION – To be completed by the tenant

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN

I would like to apply for a tenancy for a the following Property

.....

I confirm that the information which I have given in my application form is to the best of my knowledge true and accurate. I acknowledge and agree to RentRentRentLettings carrying out searches to verify such information. I agree that such verification may involve RentRentRentLettings:

- Contacting any referee detailed in my application;
- Consulting with credit referencing agencies;
- Consulting with the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank details;and
- Consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE).

In connection with my application I acknowledge and agree that:

- RentRentRentLettings and any other third party may keep a record of any search carried out to verify the information I have provided;
- Rent Rent Rent Lettings may pass on any information I have supplied and the results of any linked verification checks to the landlord.
- If I default on my rental payment or apply for a new tenancy agreement in the future RentRentRentLettings may review the results of the verifications and searches set out above.
- If I default on paying my rent the default will be recorded on Homelets central database for defaulting tenants and that such default may affect any future application i may make for tenancies, credit and/or insurance.
- RentRentRentLettings can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies i oiwe to Rent rent Rent.

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

RentRentRentLettings will shall, for the purposes of this application form, be the data controller as defined in the Data Protection Act 1988 (The 'Act'). In connection with the Act I acknowledge and agree that;

- The information provided by me may be transferred to a Third party for the purposes of data processing.
- RentRentRentLettings may otherwise release my personal data where they are required to do so by law and my pass my personal data, including my date of birth and any forwarding address I may provide to a utility company or local authority to ensure that any outstanding bills or credit on utility accounts are paid or received by me and;
- RentRentRentLettings can retain my personal data and use it to provide me with marketing materials in any form (including by electronic means such as email or SMS). I agree that if I do not want my details to be used for this purpose I will express this by writing to Rent Rent Rent Lettings at Northgate Business Centre, 38 Northgate, Newark, NOTTS, NG24 1EZ or contacting RentRentRentLettings on 01636 642850.

I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earning and dates of employment to RentRentRentLettings for the purposes described above.

I acknowledge that there will be a £50.00 administration fee payable on the move day if I accept a Tenancy for the above property

I acknowledge that once my application has been submitted, my application fees are non refundable. If I have made a joint application, and one of the applicants fails I understand that the entire application may not be successful. In this instance I am not entitled to a refund for any part of the application fee.

Signed

Date

Print