

Anderson's

info@onlinelettings.com

Scheme No. 1506500

Telephone 01162511411

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 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 <input type="radio"/>	Enhance <input type="radio"/>	Optimum <input type="radio"/>
Xpress 6 months <input type="radio"/>	Extra 6 months <input type="radio"/>	Advantage 6 months <input type="radio"/>
Xpress 12 months <input type="radio"/>	Extra 12 months <input type="radio"/>	Advantage 12 months <input type="radio"/>

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

Address

Postcode

Telephone Mobile

Email

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 names 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

Previous Address

Postcode

Period at Address Years Months

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 letting agent/ landlord/ managing agent of your current address.

Name

Address

Postcode

Telephone Evening Telephone

Email Fax

Please complete section 7

7 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 ☐ Self-employed (SA302 / SA100) ☐ Benefit / Other ☐

Company Name

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 indicate your earnings from the last year

Start Date End Date (if applicable)

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 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 ☐

Names and ages of any children 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

Please complete section 10

FURTHER INFORMATION and TENANT FEES

If you wish to make an application on one of our properties each adult will need to complete the attached forms and return them. We will require **two forms of identification** for each applicant one confirming your current address and the second including a photo. **Our initial arrangement fee of £100 + VAT and £40 + VAT (per person)** will also be required. (Total £168 single, £216 two persons and £264 three persons). **Anderson's will make a charge of £40 + VAT (per property)** for any subsequent fixed term tenancy renewals. Full list of Anderson's tenant fees is displayed in our office, online and attached.

References

We will apply for employment, credit and current landlord references. In some circumstances we may require a UK based guarantor to be referenced and be part of the tenancy agreement. When required, additional ID is needed and a fee of £40 + VAT (£48.00) to cover the additional referencing and administration.

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency. By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Ltd who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Ltd offering the opportunity to sign up to the services of its preferred utility supplier, British Gas.

By agreeing to the terms outlined, you indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner Hallmark Corporate Services Ltd and its selected third party utility providers, such as Home Telecom.

Please tick this box ONLY where you DO NOT wish to receive a Utility Pack from Hallmark Corporate Services Ltd in order to be offered the opportunity to sign up to the services of Hallmark Corporate Services Ltd's preferred utility supplier British Gas ☐

Privacy Notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Anderson's, of 96 Charles Street, Leicester LE1 1FB. We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in the form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and deal with your queries.

Disclosures of your personal details

We may pass your personal details to our Property Management Partner, Hallmark Corporate Services Ltd to enable us to provide our services.

In turn Hallmark may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other services that you request.

We may also share your information with:

- (i) Credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
- (ii) Other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights.

Marketing information

We would also like to use your personal details;

- (i) To tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
- (ii) To provide you, or permit selected third parties to provide you, with information about goods or services we feel may be of interest to you. Those third parties include our Property Management Partner Hallmark Corporate Services Ltd and Hallmark's preferred energy and other utility supplies. For the purpose of the scheme "utilities" includes Gas, Electric, Water, Council tax and Telecommunications.

Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access may be subject to a fee of £10 to meet our costs in providing you with the details of the information we hold about you.

Please send any questions comments, complaints or requests regarding this privacy notice to info@onlinelettings.com

Starting the tenancy

We will usually require the following on or before the start date.

Deposit – one months rent + £100

Rent payable – one month in advance.

Note: The deposit and first months rent must be paid by bankers draft or cash.

Bank transfers and cheque payments must be made seven days in advance.

All tenants and any guarantor/s must sign the tenancy prior to commencement.

We will make available on request a draft copy of the tenancy agreement and EPC (Energy Performance Certificate) for the tenants' perusal.

Withdrawn and failed applications will forfeit the referencing and arrangement fee. An application will usually only fail if we are given inaccurate information about a prospective tenants' credit, employment or current landlord history. Not all properties have a connected TV aerial or access to Sky etc and tenants are advised to establish connectivity in advance directly with the suppliers (BT etc).

Company Let Applications

Three years accounts and credit referencing will be sought for any company lets arrangement and referencing cost £150 + VAT

I confirm that I have read and understood the above information, including the privacy notice and consent to comply with the terms outlined.

Signed

(Each Applicant to Sign)

Dated

Please Return Application forms to:

96 Charles Street, Leicester LE1 1FB or scan documents to info@onlinelettings.com

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Telephone 01162511411

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 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 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 0845 111 2222.

Tenant Fees Before, During and After a Tenancy

- Set up fee** (tenant's share) **£168** (inc VAT) for one tenant. Referencing up to one tenant (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement
- Additional Tenant Fee** **£48** (inc VAT) per tenant. Processing the application, associated paperwork and referencing
- Guarantor Fee** **£48** (inc VAT) per guarantor (if required). Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement
- Permitted Occupier Fee** **£ Nil** (inc VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy
- Sign up Meeting Fee** **£ Nil** (inc VAT) Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services
- Pet Deposit.** To cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be returned at the end of the tenancy. £ By Individual Arrangement

DURING YOUR TENANCY

- Amendment Fee** **£168** (inc VAT) Contract negotiation, referencing one tenant, issuing a new or amended inventory, amending existing inventory and renewing deposit registration.
- Renewal Fee** (tenant's share) **£48** (inc VAT) Contract negotiation, amending and updating terms and arranging a further fixed term tenancy agreement, including updated deposit registration.
- Unpaid Rent Interest Charge** Interest **6%** above Bank of England Base Rate from date due
- Returned Standing Orders or Cheques** **£20** (incl VAT) for each represented or refused payments.

ENDING YOUR TENANCY:

- Check out Fee** (tenant's share) **£ NIL** (inc VAT) Attending the property to undertake an updated Schedule of Condition and negotiating the repayment of the security deposit.
- Future Landlord Reference Fee** **£ NIL** (inc VAT) per reference request
- Early Termination of Tenancy Fees** **Up to £350** (Incl VAT) Where a tenancy is MUTUALLY brought to a premature end at the tenant's request the tenant will be expected to pay a reasonable share of the landlord's reletting fee which is £350 (Incl VAT). Most landlords WILL NOT agree to a premature end to a fixed term tenancy and this should not be relied upon as a method to terminate the tenancy. Tenants are liable for the rent and utilities for fixed and monthly terms.
- Professional Cleaning (if required)** **£12** (incl VAT) per hour which deducted from the deposit. Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK. PLEASE SIGN BELOW TO CONFIRM YOUR ACCEPTANCE OF THESE TERMS.

Signature.....

Dear Employer,

Helping one of your employees secure their new rented home

One of your employees would like to move into a new rented property. As one of the UK's leading tenant referencing companies, and to help them move into their home, we've been asked to confirm a few details about their application.

This involves a few background and financial checks, and also confirmation of their employment details – which we need from you. This is a vital part of the tenant assessment process, as without your reference we are unable to proceed.

The easiest way to provide an employment reference is by calling **0845 155 8811**. If you'd prefer not to call, then please complete the email/fax reference request you should have already received and send it back to us as soon as you can.

If we don't hear from you, one of our advisors will contact you soon. Calls will take no longer than a few minutes. Our opening hours are **8.30am–6pm Monday to Friday and 10am–1pm on Saturday**.

It's really important you get in touch as without your reference your employee's tenancy can't proceed and this could delay the move into their new home.

If you're unsure about passing on personal details, below is signed authority from your employee, giving you permission to verify the information they have already given us.

I hereby confirm that the information provided by me regarding my employment details is, to the best of my knowledge, true. I consent to this information being verified by HomeLet contacting my employer.

APPLICANT'S SIGNATURE

PRINT NAME

DATE

Many thanks for doing this – we look forward to hearing from you soon.

Kind Regards,

The HomeLet Team

Hestia House, Unit 2 Edgewest Road, Lincoln, LN6 7EL



0845 117 6000



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Dear Applicant,

Making sure we can carry out your reference as quickly as possible

Now you've applied for a rented home through your letting agent, we're going to carry out your reference.

This is to let the landlord of the property know if you have any adverse credit history, and also gives an indication of whether you'll be able to pay the rent.

We appreciate you'd like a decision as soon as possible to make sure you secure your new home. So, to help us carry out your reference as quickly as we can, please can you do the following:

1. Sign and pass your employer the attached letter below

This not only lets them know we're going to contact them as part of your reference, but also confirms you're OK for them to give us information about your employment status

2. Make sure someone at your workplace can provide a reference

We need to speak to your employer to confirm the details of your job. If your manager isn't able to provide a reference, please pass the attached letter to your HR or Payroll department

3. Let your current landlord/letting agent and other referees know HomeLet will contact them very soon

This means they'll be ready for our call and have your permission to give us information about where you currently live

Any missing information will delay the process because we may need to call or email you for further details, especially if the information you have supplied is inaccurate, or illegible.

You can see what stage we're at with your reference by visiting

www.homelet.co.uk/tenants/reference-tracker/login

and entering your details. Your letting agent will also have the most up to date details of your application.

We look forward to getting you into your new home as quickly as possible.

Kind Regards,

The HomeLet Team

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