

## INDIVIDUAL APPLICATION FORM

APPLICATION FOR -  
 RENT OFFERED -  
 PROPOSED START DATE -  
 PROPOSED LENGTH -

Please complete this form in **BLOCK CAPITAL LETTERS** - Incomplete or difficult to read forms may not be accepted.

Title Mr ☐ Mrs ☐ Miss ☐ Other

First Name  Middle Name

Last name  E-mail address

Date of Birth  Telephone Number

Residential Status Property Owner ☐ Council Tenant ☐ Private Tenant ☐ Living with Friends/Relatives ☐

Marital Status  Are you a smoker? YES/NO Do you have any pets? YES/NO

Do you have any children? YES/NO If yes - Please state how many  Ages (respectively)

Employment Status Employed ☐ Self Employed ☐ Retired ☐ Independant means ☐ Contractual Work ☐  
 Student ☐ Unemployed ☐

Total Gross Annual Income

Bank/Building Society Details (please provide details of your current account):

Account Holders  Bank Name

Bank Account Number  Sort Code

Have you ever experienced any adverse credit - YES / NO If yes, please detail below

Your current address

Postcode  Time at address (Years and months)

If less than 3 years, please complete 'previous address'.

Previous address

Post Code  Time At Address (Years/Months)

Current Lettings agent (if applicable) Name

Address of agency  Post Code

Telephone Number  E-mail Address

## ADDITIONAL INFORMATION

Please complete this form in **BLOCK CAPITAL LETTERS** - Incomplete or difficult to read forms may not be accepted.

Current Employment Details	Your Role/Position	
Company name		Time with employer
Address		Post Code
Contact name		Contacts Role/Position
Telephone Number		E-mail Address
Is this position; Permanent <input type="radio"/> Contract <input type="radio"/> If Contract, please specify terms (Length/Hours)		
If known - please state your payroll number:		
Start date (est)		
Do you anticipate leaving this role/position within the next 12 months? YES / NO		
For Emergencies - Next of kin name		
Telephone Number -		

If there is any information relevant to your application, you wish to expand upon or any requirements to which your application is dependent, please specify in the space provided below.

**DECLARATION**

Your references will be completed independently by Homelet on behalf of Complete Lettings. We use independent referencing agents to ensure that thorough checks are conducted and a fair independent decision is reached regarding your suitability.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CLEARLY - IT IS IMPORTANT THAT YOUR CONSENT IS PROVIDED BY MARKING THE BOXES NEXT TO THE TEXT AND SIGNING AND DATING FOLLOWING THE DECLARATION BELOW.

☐ I Confirm that the information I have provided within this application is true to the best of my knowledge, I agree for the submission of my details to Homelet for personal and independent referencing and will accept the decision outcome

☐ I acknowledge that my application will not commence until the holding deposit has been paid in full, this will be no more than one weeks' rent and will be offset against the first months' rent

☐ I understand that I risk forfeiture of my holding deposit, should I; withdraw from the property, fail to disclose information (whether aware or not), voluntarily withdraw my application or otherwise not proceed due to the information I have provided or personal choice/circumstances. Complete Letting will only submit a refund of the holding fee if they or the Landlord(s) of the property withdraw the application following a successfully passed reference check. Refunds will be made by BACS payment only and may take up to 7 working days.

SIGNED:

FULL NAME:

DATE:

/ /

Scheme No. 1515154

Telephone 01788 550990

### 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:

- n HomeLet may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- n 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.
- n 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.
- n HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.
- n 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](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.

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.

## ADDITIONAL INFORMATION

**Please complete this form in BLOCK CAPITAL LETTERS - Incomplete or difficult to read forms may not be accepted**

Your reference will be completed by HomeLet on behalf of Complete Lettings. Complete Lettings is the Data Controller as defined in the General Data Protection Regulation ('GDPR') In order to complete your application, Complete Lettings and 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: Complete Lettings 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, Complete Lettings and 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 and Complete Lettings use and you may also apply for a copy of the information they provided to Complete Lettings.

If you default on your rental payments, Complete Lettings 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. Complete Lettings may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Complete Lettings. 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.

Your information and personal details provided and held by Complete Lettings will be held for no longer than necessary and may also be shared with the following third parties; HSBC Bank, DPS, third party letting/estate agents/Landlords, debt collection/recovery agents, HomeLet, Complete Lettings/Landlords contractors, Local Council, Severn Trent Water, Utility providers. You reserve the right to request for your personal information to be deleted and securely disposed of, this request will need to be in writing to your local Complete Lettings office.

☐ (Please Tick the Box)

I/We consent to opt in for my personal information to be held on file by Complete Lettings.

SIGNED:

FULL NAME:

DATE:

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