



**INDIVIDUALS APPLICATION FOR TENANCY**

HomeLet Direct

Scheme No: 1403796 (HL224)

To avoid any unnecessary delay, 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 [homelet.co.uk](http://homelet.co.uk) for an instant acknowledgement.

**1. PRODUCT SELECTION**

To be completed by the **LANDLORD**

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   
 (Credit Profile Plus) (Comprehensive Plus) Xpress 12 months  Extra 12 months  Advantage 12 months

**2. PROPERTY TO LET**

To be completed by the **LANDLORD**

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

**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: \_\_\_\_\_



TAKING THE RISK OUT OF PROPERTY RENTAL

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3. YOUR PERSONAL DETAILS continued To be completed by the TENANT

Telephone: (Inc STD) Mobile: 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

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:

**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

[Signature box]

Print name in full

[Print name box]

Date

[Date box]

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.

9. PAYMENT DETAILS

To be completed by the LANDLORD

PRODUCT AND PRICE – TICK ONE BOX ONLY. Prices shown are for monthly rents of £1,000 or less.

- Insight (Credit Profile Plus) £25.00 + VAT
Enhance (Comprehensive Plus) £45.00 + VAT
Optimum £70.00 + VAT
Xpress 6 Months £75.00 + VAT
Xpress 12 Months £115.00 + VAT
Extra 6 Months £85.00 + VAT
Extra 12 Months £105.00 + VAT
Advantage 6 Months £105.00 + VAT
Advantage 12 Months £145.00 + VAT

CREDIT / DEBIT CARD INFORMATION

Card type (please choose one): Mastercard, Visa, Delta, Solo, Switch/Maestro

Full name as printed on card:

Card number:

Expiry date:

In order to provide fraud prevention for you and your credit / debit card you are asked to complete the following fields:

Signature:

If you are using a credit / debit card please provide the CSC number (The card Security Code number is a three digit number on the reverse of your card along the signature strip. Sometimes your credit card number is repeated as well. Only the last three digits of the number are required)

If you are using a Maestro card, please provide the Issue number or the start date: