



## TENANCY APPLICATION AND SUPPORTING DOCUMENTS

Please complete and return this form to [lettings@simonbrien.com](mailto:lettings@simonbrien.com)

### **HOLDING FEE:**

Once we have accepted your application, we will request a holding fee of one month's rent. This will secure the property and allow the referencing process to commence. This will prevent any further marketing of the property.

The tenancy will not commence until all monies and documentation have been received as follows:

1. Holding fee – (to be paid immediately)
2. Valid Photographic ID – (e.g. passport / driving licence)
3. Valid proof of residency (e.g. utility bill / bank statement / valid tenancy agreement no more than 3 months old)
4. Proof of income – (payslip no more than 3 months old, if self-employed, a letter from an accountant confirming your annual income)
5. First month's rent needs to be cleared in our Client Account, 3 working days before the tenancy start date

### **TIMEFRAME:**

You have 7 days from the moment you are notified that your application is being processed to provide the documentation (refer to points 2, 3 & 4 above). Failure to meet the timeframe will result in the property being remarketed at your cost.

### **COSTS TO THE APPLICANT:**

Costs to the applicant will only be occurred in the following circumstance:

- a. If you decided not to proceed with the tenancy you will be charged for loss of rent and /or cost of remarketing.\*
- b. If any information given on your application form is false or incorrect, you will fail the referencing process and will be charged for loss of rent and / or cost of remarketing.\*
- c. If the applicant fails to meet the deadlines, they will be charged for loss of rent and / or cost of remarketing.\*

\*Loss of Rent – For example: if the landlord loses 2 weeks marketing this will be calculated as losing 2 weeks rent.

\*Remarketing costs will be charged at £150 plus VAT.

Once the contract has been signed and accepted the holding fee will form the tenancy deposit which will be protected by a Tenancy Deposit Scheme.

**PROPERTY INTEREST FORM**

PROPERTY DETAILS			
Address:			
		Postcode:	
Rent Per Month:	£	Term:	MONTHS
Move In Date:			

APPLICANT DETAILS			
Title:	MISS / MRS / MS / MR / DR / PROF / OTHER		
First Name:		Surname:	
Date of Birth:	/ /	Tel:	
Mobile:		Email:	

APPLICANT EMPLOYMENT DETAILS			
Status:	EMPLOYED / SELF-EMPLOYED / RETIRED / STUDENT / UNEMPLOYED		
Company Name:		Job Title:	
Gross Salary:		Start Date:	

GUARANTOR DETAILS			
Title:	MISS / MRS / MS / MR / DR / PROF / OTHER		
First Name:		Surname:	
Date of Birth:	/ /	Tel:	
Mobile:		Email:	
Relation to Tenant:			
<i>Guarantors must be a UK resident in full-time employment or in receipt of a pension. If you do not have a guarantor, a double deposit may be accepted in lieu of this.</i>			

GUARANTOR EMPLOYMENT DETAILS			
Status:	EMPLOYED / SELF-EMPLOYED / RETIRED		
Company Name:		Job Title:	
Gross Salary:		Start Date:	

OTHER INFORMATION								
Current Status:	RENTING / HOME OWNER / LIVING WITH FRIENDS OR FAMILY							
Duration at Current Property:		Rent (If Applicable)	£ Per _____					
Smoker:	YES / NO	Pets:	YES / NO					
Children:	YES / NO	Age(s):	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					

DO YOU REQUIRE ANY AMENDMENTS TO THE PROPERTY?

Scheme No.

Telephone

Reference No.

### 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.
- 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

**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 [homelet.co.uk/ref-info](http://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 0330 333 7073.

Scheme No.

Telephone

Reference No.

### ABOUT YOUR REFERENCE [To be completed by the Guarantor]

By completing this form, you have agreed to act as Guarantor for the tenant named within this form. The tenant's reference will be completed by HomeLet on behalf of their 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 this 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 the 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 in respect of any covenants you have given as guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent), HomeLet may record this on a centrally held database of defaulting debtors, and 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.

**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 to act as a guarantor 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.

Please note, if you'd like to find out more about any of the information sources we access to complete your application, please visit [homelet.co.uk/ref-info](http://homelet.co.uk/ref-info).

Signed

Full name

Date

**Additional Information - To be completed by the Guarantor**