

## Tenancy Application Form

Property:

We charge the following fees in respect of administration and references:

|                |  |
|----------------|--|
| Referencing*   | £50 + VAT (£60.00) Per Applicant (Over 18) |
| Administration | £50 + VAT (£60.00) Per Property            |

So that your application is dealt with promptly please make sure that the following are enclosed:

Completed Application form

2 proof of address:  
(These will be returned)

Gas Bill

Electric bill

Water bill

Council tax bill

Drivers licence

BT Phone bill

Mobile Phone bill

Application Fee

\*Every person responsible for paying the rent or living in the property over the age of 18 will need to be referenced.

**GUARANTORS APPLICATION FOR TENANCY**



**HomeLet™**  
TAKING THE RISK OUT OF PROPERTY RENTAL

Scheme No: 1506218

|                              |   |
|------------------------------|---|
| Excess Properties (Barnsley) | 11 Church Street<br>Royston<br>BARNLEY<br>S71 4QU |
| Tel: 01226724444             |   |

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](http://HomeLetUK.com/Connect) for an instant acknowledgement.

**1. TENANT DETAILS Who is the guarantor standing for? To be completed by the LETTING AGENT**

**Applicant 1**  
Reference number: [ ] Surname: [ ]

**Applicant 2**  
Reference number: [ ] Surname: [ ]

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

Address: [ ]

Postcode: [ ] Is this property: Let only  Managed

Total rent for this property per month £ [ ]

**How much will the Guarantor cover?**

Applicant 1 share of rent per month £ [ ] Applicant 2 share of rent per month £ [ ]

Tenancy term: [ ] (months) Tenancy start date: [ ]

**3. YOUR PERSONAL DETAILS To be completed by the GUARANTOR**

Title: Mr  Mrs  Miss  Ms  Other [ ]

First name: [ ]

Middle name: [ ]

Last name: [ ]

Other name(s): [ ]  
(Inc maiden name)

Date of birth: [ ] National Insurance Number: [ ]

**Employment status:** (please tick one) Employed  Self-employed  Retired  On contract  Independent means

Gross annual income £ [ ]

Telephone: [ ] Mobile: [ ]

E-mail: [ ]

Nationality: [ ]

**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 ADDRESS To be completed by the GUARANTOR**

Address: [ ]

Postcode: [ ] Period at address: [ ] Years [ ] Months

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|                              |                       |                  |   |
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|------------------------------|-----------------------|------------------|---|

TAKING THE RISK OUT OF PROPERTY RENTAL

**4. YOUR PREVIOUS ADDRESS(ES) To be completed by the GUARANTOR**

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 FINANCIAL INFORMATION To be completed by the GUARANTOR**

Please tell us about your earnings and provide the details of a financial referee below (please tick one).

Current employer  Pension administrator  Accountant  SA302 / SA100

Company name:

Address:

Contact name:

Contact's position:

Telephone:  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  Hrs 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.

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:

Contact name:

Contact's position:

Telephone:  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  Hrs 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):

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.

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|                              |                       |                  |  |
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|------------------------------|-----------------------|------------------|--|

|   |  |
|---|--|
| <b>6. YOUR BANK DETAILS</b>   | <b>To be completed by the GUARANTOR</b>                        |
| Bank / building society details: please provide the details of your current account |  |
| Name(s) of account holder(s):   | <input type="text"/>   |
| Bank name:  | <input type="text"/>   |
| Sort code:  | <input type="text"/> Bank account number: <input type="text"/> |

|  |   |
|--|---|
| <b>7. DECLARATION AND CONSENT</b>  | <b>To be completed by the GUARANTOR</b> |
| Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.   |   |
| <p>I confirm that the information I have given in this 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:</p> <ul style="list-style-type: none"> <li>- contacting any referee detailed in my application;</li> <li>- consulting with credit referencing agencies;</li> <li>- consulting with the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank account details; and</li> <li>- consulting with other third party tenancy database providers such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).</li> </ul> <p>In connection with my application to act as Guarantor for the Tenant I acknowledge and consent that:</p> <ul style="list-style-type: none"> <li>- HomeLet and any third party may keep a record of any search carried out to verify the information I have provided;</li> <li>- 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;</li> <li>- if the tenant, for whom I am proposing to act as Guarantor, defaults in respect of any of their tenancy covenants in the future HomeLet may review the results of the verifications and searches set out above;</li> <li>- if I default in respect of any of the covenants I have given as Guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent) my default will be recorded on HomeLet's central database for defaulting debtors and such default may affect any future application I may make for tenancies, credit and/or insurance;</li> <li>- HomeLet can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to HomeLet;</li> <li>- this application and the result of the searches and verifications mentioned above may be disclosed to an insurer and/or their agents in connection with the provision of insurance related to the tenancy;</li> <li>- 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.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>- Can release my details where they are required to do so by law.</li> <li>- Can contact me about their alternative services which are appropriate and may be of interest to me if I do not tick this box <input type="checkbox"/>. Please note that you can contact us to unsubscribe at any time.</li> <li>- 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 do not tick this box <input type="checkbox"/>. Please note that you can contact us to unsubscribe at any time.</li> </ul> <p>I hereby authorise my employer /accountant / pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to HomeLet for the purposes described above.</p> |   |
| Signed   | <input type="text"/>                    |
| Print name in full   | <input type="text"/>                    |
| Date   | <input type="text"/>                    |
| <p>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.</p>  |   |

**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.**