

## 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.

**UNEMPLOYED/HOUSING BENEFIT & GUARANTOR APPLICATION FOR TENANCY**



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

Scheme No: 1506218

Excess Properties (Barnsley)	11 Church Street Royston BARNLSLEY S71 4QU
Tel: 01226724444	

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

**1. 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.**

Enhance  (Comprehensive Plus)    Optimum     Xpress 6 months     Extra 6 months     Advantage 6 months   
 Xpress 12 months     Extra 12 months     Advantage 12 months

**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 £ \_\_\_\_\_ Applicant share of rent per month £ \_\_\_\_\_

Tenancy Term: \_\_\_\_\_(months)    Tenancy Start Date: \_\_\_\_\_

Has the applicant completed all of the necessary benefit application forms? Yes  No  Is this a student property? Yes  No

Is this property shared? Yes  No  If yes, number of sharers in property? \_\_\_\_\_

Is the tenant paying the full rent in advance? Yes  No  If yes, do you require HomeLet to obtain financial references? Yes  No

**PROSPECTIVE 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: Property owner  Council tenant  Private tenant  Living with friends/relatives   
(please tick one)

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
(Inc STD) We may need to contact you when we process your application, please ensure that you provide at least 1 contact number.

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.

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**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

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Period at address: \_\_\_\_\_ Years \_\_\_\_\_ Months

**Your current Letting Agent/Landlord/Managing Agent** (Complete this section if you are currently a tenant.)

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.*

**5. YOUR BANK DETAILS To be completed by the TENANT**

**Bank / building society details:** please provide the details of your current account

Name(s) of account holder(s): \_\_\_\_\_  
 Bank name: \_\_\_\_\_  
 Sort code: \_\_\_\_\_ Bank account number: \_\_\_\_\_

**6. 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   
 Passport number: \_\_\_\_\_  
 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):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**6. ADDITIONAL INFORMATION continued** **To be completed by the TENANT**

Your next of kin (this should NOT be your spouse):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please provide any additional information that may help us process your application below:

**7. 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;
- 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, including a personalised pre-populated price indication for tenants contents insurance if I do not tick this box . Please note that you can contact us to unsubscribe at any time.
- 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 . Please note that you can contact us to unsubscribe 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 \_\_\_\_\_

Print name in full \_\_\_\_\_

Date \_\_\_\_\_

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.

**To avoid delays to your 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.**

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**8. 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: \_\_\_\_\_  
(inc STD)                      We may need to contact you when we process your application, please ensure that you provide at least 1 contact number.

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.

**9. YOUR ADDRESS HISTORY** **To be completed by the GUARANTOR**

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

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Period at address: \_\_\_\_\_ Years \_\_\_\_\_ Months

**10. 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). 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: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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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**13. DECLARATION AND CONSENT**

**To be completed by the GUARANTOR**

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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:

- contacting any referee detailed in my application;
- consulting with credit referencing agencies;
- 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 to act as Guarantor for the Tenant 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 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;
- 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;
- HomeLet can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to HomeLet;
- 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;
- 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.

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 . Please note that you can contact us to unsubscribe at any time.
- 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 . Please note that you can contact us to unsubscribe at any time.

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.

Signed

Print name in full

Date

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