



UNEMPLOYED/HOUSING BENEFIT & GUARANTOR APPLICATION FOR TENANCY

The Letting Factory.com

133 West Bay Road
Bridport
Dorset
DT6 4EQ

Scheme No: 1504337

Tel: 08454 663666

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 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 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: _____

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



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YOUR PERSONAL DETAILS continued

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:

Bank account number: Sort code:

Telephone: (Inc STD) Mobile:

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.

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

5. YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT

To be completed by the TENANT

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.

You can track the progress of your application online by visiting homelet.co.uk/tenants then select 'Your Reference'. We'll send your log in details to your email address as soon as we receive your application.



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6. ADDITIONAL INFORMATION

To be completed by the TENANT

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

Passport number:

Please detail:

Names and ages of any children who will be occupying the property (use a separate sheet if required):

Next of kin (this should NOT be your spouse):

Name:

Address:

Postcode:

Telephone: Relationship:

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, 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

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 <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> 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 <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> On contract <input type="checkbox"/> Independent means <input type="checkbox"/>	
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: _____	
Telephone: (Inc STD) _____ Mobile: _____ <i>We may need to contact you when we process your application, please ensure that you provide at least 1 contact number.</i>	
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 <input type="checkbox"/> No <input type="checkbox"/>
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 CURRENT AND PREVIOUS ADDRESS(ES)	To be completed by the GUARANTOR
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	



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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: _____
 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.

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: _____ Fax: _____
 (Inc STD)
 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): _____

11. ADDITIONAL INFORMATION

To be completed by the GUARANTOR

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



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12. DECLARATION AND CONSENT

To be completed by the GUARANTOR

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 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 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 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
- 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
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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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