



23/25 Worthington Street, Dover, Kent, CT17 9AG

Tel: (01304)226666

TENANT APPLICATION FORM

£ 175.00 per applicant (inc. VAT) / **£ 300.00** per couple (inc. VAT) / **£ 60.00** per guarantor (inc. VAT)

Agent ref: Tenancy Term (Months):

Rent: per Deposit:

Property Address:

Applicant's Full Name:

Maiden/Previous name: Nationality: D.O.B:

Current Address:
Including Postcode.

Period at address:

Telephone no: Car Registration:

Mobile no: Ages of Children:

Details of any pets: National Ins no:

Are You:

Owner	Council Tenant	Private Tenant	Friends/Relatives	Other
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Email: Smoker:

Previous Address:
If less than 3 years at current address.

Period at address:

Current Landlord/Agent:
Name & Full Address.

Telephone no:

Have you previously or currently had any bankruptcy, CCJ's or any other adverse credit?

If yes, please detail:

Yes / No

Previous Landlord/Agent:
Name & Full Address.

Telephone no:

Fax No:

Current Employer:
Name & Full Address.

Start Date:

Telephone/Fax no:

Job Title:

Salary:

Contact Name:

Contact Position:

Previous Employer:
Name & Full Address.

Start date:

Leaving Date:

Telephone/Fax no:

Contact Name:

Accountant:
If self employed

Telephone/Fax no:

Contact Name:

Bank/Building Society:

Account Number:

Sort Code:

Telephone/Fax no:

Forwarding Address:
To be used for return
of deposit.

Deposit Payee?
Name & Address of
whoever is paying the
deposit?

Next of Kin:
Name & Full Address.

Telephone no.

To avoid delays with the referencing and tenancy, please make sure that you have fully completed this form before submitting it to our office. Don't forget to let all your referees (employer / landlord) know that HomeLet will be contacting them.

TENANT DECLARATION & CONSENT FORM

Scheme No.

Telephone. 01304226666

Reference No.

ABOUT YOUR REERENCE (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 Data Protection Act 1998 (the “Act”)

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.

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.

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

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.

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Consent to use personal information for residency checks.

In order to proceed with your application, we're required to obtain from you sensitive information, including but not limited to:

- Passport
- Visa
- Driving Licence
- Utility Bills
- Live Photographs

Information obtained will be used for the purpose of conducting residency checks in accordance with the Immigration Act 2014. Information provided to us will be sent to our selected third parties for verification. No data will be sent outside of the EEA and any transmission of information will be done so through secure means at all times. For details on the third party used for this verification please contact us.

YES I consent to the collection, verification and retention of my sensitive information in accordance with the Immigration Act 2014 and the Data Protection Act 1998.

Signed:

Full Name:

Date:

Tenants Information Sheet

Once you have viewed a property and wish to apply, please note the following.

- 1. ALL** Tenants must fill in an application form. This should be returned to our office as soon as possible with the appropriate administration fee, which is **£175.00** (inc. VAT) per applicant or **£300.00** (inc. VAT) for a couple. **We will also require photo identification** – e.g. Passport, Driving Licence or Social Security payment booking.
2. If you are entitled to claim housing benefit, on low income or aged 25 and under, you will need to supply a guarantor who will be referenced in the same manner as yourself, and there will be an additional **£60.00** (inc. VAT) referencing fee for them.
3. We will not hold a property for anybody until we have received the fully completed application form(s) and appropriate fee(s). We then reserve the property for you whilst the referencing procedure is carried out. We will not be able to give you a moving in date, until you have passed the referencing.
4. Please note that once the referencing has started the fees are **non-refundable**.
5. In the event that the referencing agent should require additional information they or we will contact you direct. Once you have passed the referencing, we will contact you to arrange a suitable moving in date for you.
6. On the date you move in you will need to bring your **deposit** or **bond** and **first month's rent**. Please note we can only accept **cash**, **bankers draft** or **card payment** on the day you sign contracts and move in – we cannot take a cheque. No interest is paid on deposit money held.
7. If you require a guarantor he or she **must** also sign the tenancy agreement before the keys can be released. The contracts **must** be signed in our office and if you or the guarantor cannot make it to our office the day the contract starts, you can contact us and arrange to sign the contract before the start date.
8. If you are entitled to housing benefit, it is your responsibility to ensure that all forms etc are filled in correctly. Please note that even though we accept housing benefit on some properties it is the responsibility of the claimant to ensure that their rent is paid on time and in full. (We will assist where possible.)
9. The Tenant is responsible for payment of Council Tax, Electricity, Gas, Water, Sewerage, TV Licence, Internet, TV or Satellite Aerials or any other services, unless stated otherwise.
10. The Security Deposit will be returned within 28 days of vacating the property, provided that the property is left in good order and all items on the inventory are present and in their correct location. You must also supply a forwarding address and return all keys. Please note that there will be a check out charge of £60.00 (inc. VAT) from the deposit.
11. On all properties advertised by The Accommodation Shop that have a deposit stated of **£0.00** - we are able to offer our own **Tenant Bond Scheme**. You can purchase a bond **starting at £200.00** that can be used in place of a deposit. Please note these bonds **are non-refundable**.
12. The office will hold one spare set of keys to the property at all times, however if the Tenant loses their set of keys they will be required to pay for a new set.
13. The Tenant must allow access to the property when given prior notice for routine inspections which are carried out by the Agent every 3 to 6 months
14. The Tenant **must** inform the Agent prior to moving in if they wish to keep a pet in the property.
15. The Tenant is responsible for insuring his/her personal effects and furniture with adequate contents insurance.

Contact Us

Dover

23-25 Worthington Street, Dover, Kent, CT17 9AG.

dover@accommshop.co.uk

(01304) 226666

