



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

Tel: (01304)226666

## TENANT APPLICATION FORM

**Holding Deposit £75/property**

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.

## DECLARATION AND CONSENT - to be completed by the TENANT



Please read the declaration and sign and date below.

This reference is being completed by HomeLet on behalf of your Letting Agent. HomeLet is part of the Barbon Insurance Group Limited. Barbon shall for the purposes of this application form be the Data Controller as defined in the Data Protection Act 1998 (the "Act").

Please read and complete the following declaration statement really carefully, making sure that you tick to say you understand how we're going to use your information. You should also sign and date the form in the space provided because we can't complete your application without this, and that could delay your application for a rented property.

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 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.

- 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.
- 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.
- HomeLet never pass your details on to a third party unless they 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). 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 they 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 them to contact you, please tick this box.
- 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.

If you wish to find out more about any of the sources of information that we access to complete your application then this can be found at <http://www.homelet.co.uk/ref-info>. 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).

Please note, that if you do not tick these boxes, we will be unable to complete your application.

Signed:

Name:

Dated:

## 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:

### **Please provide proof of current address:**

- **Utility Bill**
- **Bank Statement**
- **Current Council Tax Bill**
- **Credit or Debit Card Statement**
- **Current years P60**

**If you are Self Employed you must be able to supply a qualified accountants reference or prove that you have three years self assessment.**

## 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 in full. This should be returned to our office as soon as possible. We will require **photo identification** – e.g. Passport, Driving Licence or ID Card – we will also require proof of current address, utility bill or bank statement.
- 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.
- 3.** We will not hold a property for anybody until we have received the fully completed application form(s) & **£75.00** holding deposit. 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.** The landlord has 15 days to make a decision once a holding deposit is taken. If the tenancy does not go ahead then the money will be repaid in full within 7 days of the deadline being reached or the landlord backing out. Repayment will not be made if the tenant backs out of the tenancy agreement themselves, fails right to rent checks, has provided false or misleading information, or where the landlord tries their best to get the information needed but the tenant fails to provide it within the 15 days. If the tenancy does go ahead, the holding deposit will be returned within 7 days of agreement, unless it is converted into part payment of the actual deposit or used towards the initial rent payment.
- 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, or before, you will need to pay your **deposit** and **first month's rent**. Please note we can only accept **cash, bankers draft or debit card payment** on the day you sign contracts and move in – we cannot take a cheque or credit cards. 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 are usually 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 each and every month – we have a zero tolerance for rental arrears.
- 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.**
- 11.** 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
- 12.** The Tenant **must** inform the Agent prior to moving in if they wish to keep a pet in the property, or at any time during their tenancy.
- 13.** 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.

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