23 Watling Street, Chatham, Kent, ME5 7EP
Tel: (01634)851617 / **Fax:** (01634)579144

TENANT APPLICATION FORM

£ 145.00 per applicant (inc. VAT) / **£ 250.00** per couple (inc. VAT) / **£ 60.00** per guarantor (inc. VAT)

Agent ref: P

Tenancy Term (Months):

Rent: £ **per** Week | Month **Deposit:** £

Property Address:

Applicant's Full Name: Mr / Mrs / Miss / Ms

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

Email: Smoker: Yes | No

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/Rent4Sure will be contacting them.

*Please note The Accommodation Shop may use HomeLet or Rent4Sure to reference you, please read and sign the declaration's below.

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/Rent4Sure 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.

☐ I understand that the information contained in this application will be retained, stored and used by HomeLet in accordance with the Data Protection Act. I confirm that the information I have provided is true and accurate to the best of my knowledge and agree that HomeLet can verify this through a number of different sources. These sources may include consulting the databases of credit reference agencies, the electoral roll, the Industry Sortcode Directory (ISCD) as well as other sources of information in relation to the details I've provided. In connection with this application I also understand and consent that:

- HomeLet may contact me using the contact details provided in this application form, for the purpose of completing my reference;
- HomeLet may pass on any information I have supplied and the results of any linked verification checks to my 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 may 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 understand that by consulting with a Credit Reference Agency, the Agency will keep a record of this search, and that the results of this search may show how I conduct my payments with other organisations. I also understand that how I conduct the rental payments as part of this tenancy may be disclosed to the Agency and may affect future credit applications. From time to time this information may be used for debt chasing and fraud prevention.

I also understand that I may request the name and address of the Credit Reference Agency HomeLet use, and that I may apply for a copy of the information
they provided to HomeLet.

☐ I hereby authorise my referee/s to provide details of my earnings/ dates of employment / previous tenancy term (if appropriate) to HomeLet for the purposes described above for the completion of my application for a rented property.

☐ I understand that by ticking this box I am giving HomeLet consent to contact me directly by telephone or post, and hereby give them permission to use my information to provide me with details about their services which include specialist insurance for tenants which can cover my liability as a tenant as well as my personal contents.

☐ I agree that HomeLet may send me information about their specialist products and services by email or SMS, which may include a personalised quote for specialist Tenant's Insurance, which if I choose to, I may contact HomeLet directly for more information on this and to take out cover.

If you wish to find out more about any of the sources of information that we access to complete your application then his 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.

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

HomeLet is a trading name of Barbon Insurance Group 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.

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided. I further agree that the information that I have provided may be submitted to credit reference agencies in order that a credit check may be conducted. I expressly acknowledge that authorising searches to be conducted and references obtained does not entitle me to see such searches or references and agree that I will direct any request for copies of searches or references to the relevant originating party and not to Rent4sure Limited. I understand that I may be refused a tenancy as a result of the searches and references obtained and agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998. I do / do not want Rent4sure Limited, or their partner companies (e.g. Intasure), to contact me about related products and services which may be of interest to me, such as Tenants Contents Insurance.

Signed:

Name: **Dated:**

Tenants Information Sheet

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

1. **ALL** tenants will need to fill in an application form. This should be returned to our office as soon as possible with the appropriate administration fee, which is **£145.00** (inc. VAT) per applicant or **£250.00** (inc. VAT) for a couple. **We will also require proof of identification** – e.g. Passport, Driving Licence or Social Security payment booking.

2. If you are entitled to claim housing benefit, on low income or under 25, 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 the appropriate fee(s). We then reserve the property for you whilst the referencing procedure is carried out. We will not be able to arrange a moving in date until you have passed the referencing.

4. Please note that once the referencing has begun the fees are **non-refundable**.

5. In the event that the referencing agent should require anymore 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 day you move in to your new property, you will need to bring your **deposit** and **rent** in advance (first months 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 and **we do not take council deposit bonds**. 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 can assist where possible, however it is ultimately the responsibility of the tenant.)

9. All rents are exclusive of Council Tax, Water, Sewerage, Gas and Electricity charges, 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.**

Contact Us

Medway Office

23 Watling Street
Chatham
Kent
ME5 7EP

Email: medway@accommshop.co.uk
Tel: 01634 851617

Dover Office

23-25 Worthington Street
Dover
Kent
CT17 9AG

Email: lettings@accommshop.co.uk
Tel: 01304 226666