

TENANT APPLICATION / REFERENCE FORM

It is mandatory to complete the whole form. Please use black ink and capital letters

PROPERTY DETAILS (to be completed by Landlord/Agent)

Property Address	Post Code
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Property Type	Flat	Bungalow	Terraced House	Detached
Semi Detached	Other (Specify)			

Contents	Unfurnished	Furnished	Part Furnished
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No. of Adult Occupants	Tenancy Period	Proposed Start Date
	Months	

Rent Per Month	Applicant Share of Rent	Will this be the Principal Home?
£	£	Yes / No

PROPERTY LETTING TYPE

Management Service Plus	Full Management	Rent Collection
Letting Only		

Is the Applicant paying Full Rent in Advance?	Yes / No
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PROSPECTIVE LANDLORD DETAILS (to be completed by Agent)

Name

Address	Postcode
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Telephone	Mobile
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Email Address

REFERENCE PRODUCT TYPE (to be completed by Agent)

Inspire Pro	Optimum	Extra - 6 Mths
Inspire - Full Reference	Enhance	Extra - 12 Mths
Inspire - Credit Check*	Insight	Xpress - 6 Mths
Innovate - Mthly Pay	Advantage - 6 Mths	Xpress - 12 Mths
Innovate - Annual Pay	Advantage - 12 Mths	* Not available for Rent of £2,500pcm

Please complete following section if required for product level.

AGENT DECLARATION (to be completed by Agent only)

If you have selected one of the following products: Xpress, Extra or Advantage, the below declaration questions are mandatory in order to process the application. Please ensure you complete the questions in full.

Declaration

Any facts known to you that are likely to affect acceptance or assessment of the insurance cover you are requesting must be disclosed. Should you have any doubt about what you should disclose, please contact Homelet. Making sure Homelet are informed is for your own protection, as failure to disclose may mean that your policy may not give you the protection you require, or perhaps may invalidate the policy altogether. For your reference, it is recommended you keep a copy of any additional information given, including copies of letters.

1. Will/is the property let or to be let on a written Assured Shorthold Tenancy with an initial minimum period of at least 3 months? Yes / No
2. Are you aware of any circumstances which may give rise to a claim? Yes / No
3. Is the property in a good state of repair and regularly maintained? Yes / No
4. Has/Will the first month's rent been/be paid in advance of the tenancy commencing? Yes / No
5. Has/will a deposit equivalent (or greater than) a sum of 1 month rent been/be taken and protected in line with current regulation prior to the commencement of the tenancy? Yes / No
6. I confirm that all existing tenants/guarantors have been and any future tenants/guarantors will be, satisfactorily referenced in accordance with Homelet policies. Yes / No

The questions and answers you have given are set out above and will influence Homelet's assessment of a request for a contract of insurance. If any of the answers are incorrect you must notify Homelet immediately. Failure to do so may result on your policy being voided or cancelled in the event of a claim.

Signed

Full Name

Date

TENANT APPLICANT DETAILS (everything below to be completed by the Applicant)

Title	Forenames	Surname
Date of Birth	Marital Status	Previous Surname

Email address	Phone Number	Mobile Phone Number
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Nationality	Passport Number	National Insurance Number
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Visa or other residence permit (if applicable)	Who will be funding the Tenancy Deposit?
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Address of any other owned UK Property (solely or Jointly)	Do you enjoy Diplomatic Immunity?
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Residential Status			
Property Owner	<input type="checkbox"/>	Council / Social Tenant	<input type="checkbox"/>
		Private Tenant	<input type="checkbox"/>
Living with friends	<input type="checkbox"/>	Living with relatives	<input type="checkbox"/>

Employment Status			
Employed	<input type="checkbox"/>	Self-employed	<input type="checkbox"/>
		Retired	<input type="checkbox"/>
Independent Means	<input type="checkbox"/>	On-Contract	<input type="checkbox"/>
		Student	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	Total gross annual income	

Your Bank / Building Society Details (please provide details of your current account)	
Account Holder's Name	Bank Name
Account Number	Sort Code

Loans / Credit Cards / Overdrafts

Please list any Loans or Credit Cards or Overdraft facilities you have.		
Facility	Limit	Balance Owing

IMPORTANT - YOUR CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bancruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? Yes / No
(if yes please provide all details below. Please note failure to disclose information relating to adverse credit history may result in your application being declined)

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YOUR ADDRESS

We require 3 years worth of your address history. If you have lived at this address for more than 3 years, please move to the following section. If less than 3 years, please provide previous addresses to cover the whole period

Current Address	Postcode
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Period at Address	Years	Months
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Your current rent (if applicable) £

Previous Address	Postcode
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Period at Address	Years	Months
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Previous Address	Postcode
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Period at Address	Years	Months
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YOUR CURRENT LETTING AGENT / LANDLORD / MANAGING AGENT

If you are not a private tenant, then please ignore this section. If you are a private tenant please provide the details of the Letting Agent / Landlord / Managing Agent of your current address.

Name

Address	Postcode
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Telephone	Email
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NEXT OF KIN - Family, Relative or close friend etc. (cannot be a joint tenant or occupant)	
Full Name	Telephone
Address	Postcode
<i>May we also use this address and your other details above, for post tenancy contact? Yes / No if no, please provide a post tenancy address for correspondence below.</i>	
Post Tenancy Address	

ALL PROPERTY OCCUPANTS - please list everyone who will live at the address (inc. children)			
Full Name	Nationality	Date of Birth	Relationship to Applicant

PLEASE LIST ANY PETS THAT WILL LIVE AT THE PROPERTY		
Type of Pet	Number	Other relevant information

YOUR FINANCIAL INFORMATION			
<i>Please tell us about your earnings and income and provide the details of a financial referee below (please indicate as appropriate). Failure to provide your gross annual income will prevent us contacting your referee and may delay your application or cause it to be declined.</i>			
Current Employer	<input type="checkbox"/>	Pension Administrator	<input type="checkbox"/>
Self-Employed	<input type="checkbox"/>	Benefit / Credit Receipt	<input type="checkbox"/>
Company Name			
Address		Postcode	
Contact Name		Position	
Telephone No		Email Address	

Your position	
Is this position	
Permanent <input type="checkbox"/>	Contract <input type="checkbox"/>
Fixed Term <input type="checkbox"/>	
Hours per week	Contract Terms (months)
Payroll / Service / Pension No	Gross Salary / Pension . Drawings
Start Date	End Date

If you are changing to new employment, have a second job or another source of income, please provide details below.

Future Employer <input type="checkbox"/>	Pension Administrator <input type="checkbox"/>	Accountant <input type="checkbox"/>	
Second Employer <input type="checkbox"/>	Benefit / Credit Receipt <input type="checkbox"/>		

Company Name

Address	Postcode
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Contact Name	Position
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Telephone No	Email Address
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Your position

Is this position	
Permanent <input type="checkbox"/>	Contract <input type="checkbox"/>
Fixed Term <input type="checkbox"/>	

Hours per week	Contract Terms (months)
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Payroll / Service / Pension No	Gross Salary / Pension . Drawings
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Start Date	End Date
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YOUR CONFIRMATION

Please Tick ✓

The applicant agrees that the holding deposit may be applied to the tenancy deposit (1st month's rent) at the start of the tenancy

The applicant confirms that they have seen and read a copy of the standard Tenancy Agreement (AST) used by Award Property Management Ltd.

DECLARATION

Your reference will be completed by HomeLet on behalf of Award Property Management Ltd. 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 General Data Protection Regulation ('GDPR')

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.
- The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on our website: homelet.co.uk Details of addresses, including past, current and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both you, the data subject, and the third-party companies. 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

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.

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.