



TAKING THE RISK OUT OF PROPERTY RENTAL

INDIVIDUAL REFERENCING APPLICATION

Management Ltd	82 Stranmillis Road BELFAST BT9 5AD
Scheme No: 1507843	Tel: 02890599599

To avoid any unnecessary delays, 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.**

Insight Enhance 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

How is Rent Guarantee offered to your landlord? Free of charge Separate charge to the landlord Included in management fee N/A

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: _____ Number of bedrooms: _____

Is this property shared? Yes No If yes, number of sharers in property? _____ Is this a student property? Yes No

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

Employment status: (please tick one) Employed Self-employed Retired Independent means
 On contract Student Unemployed

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: _____

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8. 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.

- 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 also be used for debt tracing 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

Please note that 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.

Signed

Name

Dated

* 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.

To avoid delays to the 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.

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. Please note - we're unable to provide details of your application over the phone.



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9. ADDITIONAL INFORMATION

To be completed by the TENANT

Empty box for additional information.