

**STUDENT AND GUARANTOR REFERENCING APPLICATION**



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

To avoid any unnecessary delay, 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](http://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.**

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   
**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: \_\_\_\_\_





TAKING THE RISK OUT OF PROPERTY RENTAL

Managemint Ltd

Scheme No:

1507843

Tel:

02890599599

## 6. 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](mailto: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.

**You can track the progress of your application online by visiting [homelet.co.uk/tenants](http://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.**



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7. YOUR PERSONAL DETAILS

To be completed by the GUARANTOR

Title: Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

Other name(s): \_\_\_\_\_  
(inc maiden name)

Date of birth: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

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

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: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
(inc STD) *We may need to contact you when we process your application, please ensure that you provide at least 1 contact number.*

E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?      Yes  No

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

8. YOUR CURRENT AND PREVIOUS ADDRESS(ES)

To be completed by the GUARANTOR

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Period at address: \_\_\_\_\_ Years \_\_\_\_\_ Months

If you have lived at your current address for less than 3 years, please provide previous addresses below.

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Period at address: \_\_\_\_\_ Years \_\_\_\_\_ Months

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Period at address: \_\_\_\_\_ Years \_\_\_\_\_ Months



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9. YOUR FINANCIAL INFORMATION

To be completed by the GUARANTOR

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current employer  Pension administrator  Accountant  SA302/SA100

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact's position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Your position: \_\_\_\_\_

Is this position: Permanent  Contract  Contract Term \_\_\_\_\_ Months \_\_\_\_\_ Hours per week

Payroll/Service/Pension number: \_\_\_\_\_

Gross Salary/Pension/Drawings per annum: £ \_\_\_\_\_ *If self-employed please include your average earnings in the last 2 years*

Start date: \_\_\_\_\_ End date (if applicable): \_\_\_\_\_

Will your employment change before the proposed tenancy starts? Yes  No  If YES, please provide details below.

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

Future employer  Second employer  Pension administrator  Accountant  Benefit/ other

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact's position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
(Inc STD)

E-mail: \_\_\_\_\_

*Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Your position: \_\_\_\_\_

Is this position: Permanent  Contract  Contract term \_\_\_\_\_ Months \_\_\_\_\_ Hours per week

Payroll/Service/Pension Number: \_\_\_\_\_

Gross Salary/Pension/Drawings per annum: £ \_\_\_\_\_ *If self-employed please include your average earnings in the last 2 years*

Start date: \_\_\_\_\_ End date (if applicable): \_\_\_\_\_

10. ADDITIONAL INFORMATION continued

To be completed by the GUARANTOR

Please provide any additional information that may help us process your application below:



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## 11. DECLARATION AND CONSENT

To be completed by the GUARANTOR

Please read the declaration and sign and date below.

By completing this form, you have agreed to act as a Guarantor for the tenant named within this form. The tenant's reference is being completed by HomeLet on behalf of their 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 this application without this, and that could delay the tenant's 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 and 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 this reference;
- HomeLet may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- If the tenant, for whom I am proposing to act as Guarantor, defaults in respect of their tenancy covenants in the future HomeLet may review the results of the verifications and searches set out above;
- If I default in respect of any of covenants I have given as Guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent) my default may be recorded on HomeLet's central database for defaulting debtors 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 also 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 any payments as part of my agreement to act as Guarantor, 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 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 \*

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>.

Signed

Name

Dated

\* Please note, that if you do not tick these boxes, we will be unable to complete this application

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**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.**

Feb 2012

