



APPLICATION FOR A TENANCY

PLEASE RETURN TO:-

**STEPHEN ALLEYNE & CO
20 CHERITON PLACE
FOLKESTONE
KENT
CT20 2AZ**

TEL: (01303) 250194

FAX: (01303) 851199

Email: lettings@stephenalleyne.com

THE FIRST MONTH'S RENT, SECURITY DEPOSIT AND A NON RETURNABLE ADMINISTRATION CHARGE (£120.00 INCLUDING V.A.T) PAYABLE BY THE INGOING TENANT(S) BEFORE A TENANCY IS TAKEN. D.H.S.S.CLAIMANTS, STUDENTS & SHARING WORKERS MAY NOT BE CONSIDERED.

ALL TENANCIES ARE DRAWN UP SUBJECT TO THE PROVISIONS OF THE HOUSING ACT 1988.

OFFICIAL USE

NAME

ADDRESS

DATE RECEIVED

MOVING DATE








ADMIN FEE RECEIVED

Before setting up a tenancy, we will take up references on you. We use the HomeLet Referencing Service, the largest tenant referencing company in the UK, to do this.

In order to assist you in finding the right property speedily, it is important that you supply us with mandatory information to reference you properly.

It is essential that all the information requested is supplied and the form fully completed and legible - missing information will delay your application and may endanger your choice of property.

When completing the reference application form, you will need to have the following information/supporting documents with you.

-  The full address of your current property, *including the post code*.
-  Your cheque book and bank details *including account number and sort code*.
-  If less than 3 years at your current address, a list of all addresses for the last 3 years with post codes and dates of occupation.
-  The full company name, address and post code of your employer (if applicable).
-  A contact name/company name, address, telephone and fax number of current letting agent or landlord (if applicable).
-  All telephone and fax numbers given must include *the full STD code*.
-  You must provide proof of identity and proof of residency at your **current** address by providing at least one of the following:
 - A Driving Licence with your current address **or**
 - A recent utility company bill no more than 3 months old **or**
 - A recent mobile telephone bill **or**
 - A council tax bill in your name at your current address **or**
 - A signed and dated letter from your employer's human resources department or finance showing the name of the individual and their position within the Company.

NOTE: Bank statements, DSS/pension pass books/Benefit vouchers are not acceptable as proof of residency. Please ensure that ALL referees you have provided have been advised that they will be contacted by a referencing agency.

Premier HomeLet Individual's Application

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REFERENCING SERVICE
INDIVIDUAL'S APPLICATION FOR TENANCY

1404119

Stephen Alleyne & Co.

20 Cheriton Place
Folkestone

CT20 2AZ

All boxes marked are MANDATORY and we are unable to proceed without the information.

1. SERVICE, PROPERTY AND LANDLORD DETAILS

This section should be completed by the LETTING AGENT

Please select the service required. WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Credit Profile Plus		Comprehensive Plus	
Xpress (6 Months)	<input type="checkbox"/>	Extra (6 Months)	<input type="checkbox"/>
Xpress (12 Months)	<input type="checkbox"/>	Extra (12 Months)	<input type="checkbox"/>
		Advantage (6 Months)	<input type="checkbox"/>
		Advantage (12 Months)	<input type="checkbox"/>

Address of property to be let:

Postcode:

Total rent for this property: £ per month

Total rent for this applicant: £ per month

Is this property shared? Yes No If yes, number of sharers in the property:

Is this a student property? Yes No If yes, use the student guarantee application

Tenancy term: Years Months Tenancy Start Date:

Prospective Landlord's name:

Prospective Landlord's address:

Postcode:

2. TENANT DETAILS

This section should be completed by the TENANT

Title: First Name: Surname:

Other Name(s): Date of Birth:

Telephone: Mobile:

Email:

Residential Status: Property Owner Council Tenant Private Tenant Living with Friends/Relatives

Have you any County Court Judgments, Court Decrees, Bankruptcy, or Administration orders?
If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc. Yes No

3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT

This section should be completed by the TENANT

Postcode:

Period at address: Years Months

Premier HomeLet Individual's Application

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REFERENCING SERVICE
INDIVIDUAL'S APPLICATION

1404119

4. PREVIOUS ADDRESS(ES) OF THE PROSPECTIVE TENANT

This section should be completed by the TENANT

Where have you been living during the last 3 years?

Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary

Address 2:

Postcode:

Period at address: Years Months

Address 3:

Postcode:

Period at address: Years Months

5. CURRENT ESTATE AGENT/LANDLORD/MANAGING AGENT

This section should be completed by the TENANT

Name of Estate Agent/Landlord/Managing Agent (delete as appropriate):

Address:

Postcode:

Telephone (day): Telephone (evening):

Fax: Email:

6. TENANT'S EMPLOYMENT STATUS

This section should be completed by the TENANT

Employed	Self-Employed	Please provide Accountant's details, or 3 years worth of SA302s or CIS Vouchers	On Contract	Retired
Unemployed	Student		Independent Means	Proof required if this box is ticked

Details of current Employer / Pension Administrator / Accountant (delete as appropriate)

Company Name: Contact Name:

Address:

Postcode:

Telephone: Fax:

Email:

Gross Salary / Pension / Drawings: £ per annum

Payroll / Service / Pension Number:

Position Held: Start Date:

Is this position permanent? Yes No

Will your employment change before the proposed tenancy starts? Yes No If YES, please detail on a separate sheet

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REFERENCING SERVICE
INDIVIDUAL'S APPLICATION

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7. TENANT'S PREVIOUS EMPLOYMENT / OCCUPATION

This section should be completed by the TENANT

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if necessary).

Employment status: Permanently Employed Self-employed Unemployed
 Student Other Please State: _____

Company Name:

Address:

Telephone:

Fax:

Email:

Start Date:

End Date:

8. USEFUL INFORMATION

This section should be completed by the TENANT

Information requested in this box is not required for referencing purposes, however may assist your managing agent.

Personal Details:

Marital Status: Single Married Divorced / Separated Other

Are you a smoker? Yes No

Do you have any pets? Please Detail:

Names and ages of any children who will be occupying the property:

Next of Kin (this should not be your spouse):

Address:

Telephone:

Relationship:

National Insurance Number:

Bank Details:

Name(s) of Account Holder(s):

Bank Name:

Sort Code:

Account Number:

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REFERENCING SERVICE INDIVIDUAL'S APPLICATION

1404119

9. ADDITIONAL INFORMATION

This section should be completed by the **TENANT**

Use this space to provide any additional information we may have requested. If you run out of space, please use a separate sheet.

10. DECLARATION

This section should be completed by the **TENANT**

Please read the declaration and sign and date below. **WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.**

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to HomeLet and/or one or more trading companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Signed

Name

Date

The details you provide will be held by HomeLet and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services plc and other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

HomeLet is a trading name of Hanover Park Services plc and Erinaeous Insurance Services Ltd Registered address: Phoenix House, 11
Wellesley Road, Croydon, CR0 2NW Company Registration No: 04194617 & 03135797

Protecting your contents and personal possessions is always important, but when you are a tenant, you also need to take steps to protect your deposit.

Stephen Alleyne & Co are able to help you, through our association with Homelet. Homelet provide cover, designed especially for tenants. To ensure total peace of mind this affordable cover offers 'new for old' as well as 'accidental' cover for the Landlord's contents, fixtures and fittings, which you are responsible for under your Tenancy Agreement.

Something as simple as spilling a glass of red wine could mean the replacement of a carpet, which could incur a charge in excess of your deposit. So why take the risk?

Landlords prefer to take on tenants with adequate insurance. For this reason, please complete and return the Homelet Application direct to the branch or alternatively supply details of your existing insurance.

**I would like a quote for Homelet/
I have completed the Homelet Tenant's Application Form**

**I already have specialist insurance from Homelet
Policy Number**

**I have alternative insurance
(Please supply proof and policy number)**

.....

DATE

NAME

SIGNED

Homelet is a trading name of Hanover Park Commercial Ltd and is authorised by the Financial Services Authority

Who regulates us?

Stephen Alleyne & Co., (1404119) , 20 Cheriton Place, Folkestone, Kent, , CT20 2AZ is an Appointed Representative for Barbon Insurance Group Limited, 4-9 Highview, High Street, Bordon, Hampshire, GU35 0AX, which is authorised and regulated by the Financial Services Authority. Barbon Insurance Group Limited's FSA Register number is 308724.

The Financial Services Authority (FSA)

The FSA is the independent statutory watchdog that regulates financial services.

Barbon Insurance Group Limited's permitted business is:

? Arranging general insurance contracts.

You can check this on the FSA Register by:

? Visiting the FSA's website www.fsa.gov.uk/register

? Contacting the FSA by telephone on 0845 606 1234

Whose products do we offer?

We offer the following products from Barbon Insurance Group Limited:

Retail

Tenants Contents Insurance From a Single Insurer

Commercial

Landlords Buildings Insurance From a limited range of Insurers

Landlords Contents Insurance From a Single Insurer

Landlords Emergency Assistance Insurance From a Single Insurer

Landlords Rent Guarantee Insurance From a Single Insurer

Landlords Legal Expenses Insurance From a Single Insurer

Which service will we provide you with?

? You will not receive advice or a recommendation from us.

We may ask some questions to narrow down the selection of products that we

will provide details on. You will then need to make your own choice about how to proceed.

? What will you have to pay for our services?

If you choose to pay your premium by monthly payments, you will be charged a fee of

£2.95 (£1.95 for Tenants insurance) each month in addition to your premium.

? For cancellations and mid-term adjustments Barbon Insurance Group Limited

may charge an administration fee of £30.00.

? For Tenants Contents Insurance only, you will be charged a £10 fee for selecting a 6 month pol-

icy.

You will receive a quotation that will tell you about any other fees relating to any particular

insurance policy.

? Barbon Insurance Group Limited's rent guarantee products purchased in conjunction

with a tenant reference (Xpress, Extra or Advantage) cannot be paid for monthly,

they are also fixed term contracts and are not subject to cancellation.

? Ownership

Caley Limited own 100% of the share capital of Barbon Insurance Group Limited and Progen

Insurance Company Limited.

Interest

We will retain any interest earned on client money held by us for our own use.

What to do if you have a complaint

If you wish to register a complaint, please contact Barbon Insurance Group Limited:

? By writing to:

Barbon Insurance Group Limited

Becor House

Green Lane

Lincoln

LN6 7DL

? By telephone: 0845 117 6000

Barbon Insurance Group Limited will acknowledge your complaint within 5 working days

and detail our complaints procedure to you.

If Barbon Insurance Group Limited are unable to settle your complaint you may be

entitled to refer it to the Financial Ombudsman Service:

? By post:

The Financial Ombudsman Service

South Quay Plaza

183 Marsh Wall

London

E14 9SR

? By telephone: 0845 080 180

Are we covered by the Financial Services Compensation Scheme (FSCS)?

Barbon Insurance Group Limited is covered by the FSCS.

You may be entitled to compensation from the scheme if we cannot meet our

obligations. This depends on the type of business and the circumstances

of the claim.

Further information about compensation scheme arrangements is available from

the FSCS:

? By post:

Financial Services Compensation Scheme

7th floor, Lloyds Chambers

Portsofen Street

London

E1 8BN

? By telephone: 020 7892 7300

? By telephone: 020 7892 7300

Cancellation of your policy

If you commence one of Barbon Insurance Group's insurance policies and decide that it is not suitable within the first 14 days after you take out the policy then we will refund your premium in full. Please contact us by telephone, fax or post. Our rent guarantee products purchased in conjunction with a tenant reference (Xpress, Extra or Advantage) cannot be paid for monthly, they are fixed term contracts and are not subject to cancellation.

Policies paid by monthly credit card or monthly Direct Debit

You can cancel your policy by advising Barbon Insurance Group Limited by telephone,

fax

or post and we will cancel the policy for you. No refund of premium will be made for the

period between the date that you ask for the policy to be cancelled and the date that the

next monthly payment is due.

Cover ceases on the date that you request cancellation.

Policies paid annually by cheque or credit card

You can cancel your policy by advising Barbon Insurance Group Limited by telephone,

fax

or post and we will cancel the policy for you subject to a cancellation fee of £30.00.

The refund will be calculated from the date in the month when the policy was started and will be based on 1/12 of the annual premium for each full month of cover remaining at the time of cancellation. We cannot make a refund where the policy has less than two months before expiry or where a claim has been made.

Barbon Insurance Group Limited will pay refunds to the credit card account or by BACS transfer to the bank account that you nominate at cancellation. You must provide us with these account details.

Cover ceases on the date that you request cancellation.

Premiums

We are unable to hold insurance money. Insurance money received by us will be passed to

Barbon Insurance Group Limited within 3 days of receipt. Barbon Insurance

Group Limited holds insurance money as an agent of the insurance undertaking with

whom your contract of insurance is placed. This agency agreement is in respect of all

premiums received from you, all refunds of premiums due to you, as well as claim

payments due to you. This means that once your premium has been paid to Barbon

Insurance Group Limited it is deemed to have been paid to the insurer.

Client money may for the purpose of a transaction be transferred to another person such

as another broker through whom the insurance contract has been placed.

Barbon Insurance Group Limited will deduct any commission entitlements before paying

premiums to insurers.

Commissions

We and Barbon Insurance Group Limited earn commission from insurers for the placing

of

your policies. Should you require commission disclosure please send your request in

writing to

Barbon Insurance Group Limited, Becor House, Green Lane, Lincoln, LN6 7DL.

Disclosure of Material Facts

Insurers must be kept informed of all material facts, which change or arise after the

insurance is first taken out and /or last renewed.

This is important because if such facts are not disclosed your insurance cover may not

protect

you in the event of a claim.

Material Facts are those that are likely to influence an insurer in the assessment or

acceptance of

a risk and it is essential that you disclose them. If you are in doubt whether a fact is material,

you should disclose it, since failure to do so could invalidate your policy.

Confidentiality

Barbon Insurance Group Limited are registered under the Data Protection Act 1998 and

we

undertake to comply with the Act in all our dealings with your personal data. Under the

Act you

have the right to see personal information Barbon Insurance Group Limited hold about

you

on your records.

Barbon Insurance Group Limited must advise you that information supplied may be held

on

computer and passed to other insurers for claims purposes. Insurers pass information to

the

Claims and Underwriting Exchange (CUE) database operated by Insurance Database

Services

Ltd. The aim is to help them check information provided and also to prevent fraudulent

claims.

When you tell Barbon Insurance Group Limited about an incident (such as fire, water

damage or theft) which may or may not give rise to a claim, the insurers will send information

relating to it to the database.

It is a condition of renewing your Policy that you agree to this information being passed

to

the Insurance Database Services Ltd and that Insurance Database Services Ltd may

pass to your

insurer information that has been received from other Insurers involving anyone insured

under

the policy.

Copies of documentation

You should keep a record of all information supplied to us for this insurance.

Awareness of policy terms

When a policy is issued you should read it carefully. The policy together with the schedule

and

any certificate of insurance forms the basis of the contract of insurance. If you are in any

doubt over any of the policy terms or conditions please contact Barbon Insurance Group

Limited immediately.

Useful contact details

Barbon Insurance Group Limited

Internet: www.homelet.co.uk

Telephone: 0845 117 6000

Financial Services Authority

Internet: www.fsa.gov.uk

Telephone: 0845 606 1234

Financial Ombudsman Service

Internet: www.financial-ombudsman.org.uk

Telephone: 0845 0801800

STATEMENT OF DEMANDS AND NEEDS

If you have purchased Barbon Insurance Group Limited's Buildings and/or our Contents

Policy then these products meet the needs of those seeking an indemnity against loss or

damage to their property and/or contents and these needs are met now and for the term

of

your policy.

If you have purchased a Legal Expenses, Rent Guarantee or Emergency Assistance

policy then

these products meet the demands and needs of those seeking an indemnity against losses

arising as a result of you letting your residential property. These needs are met now and

for the term of your policy.

Homelet AR

18/05/2007