

**UNEMPLOYED/HOUSING BENEFIT & GUARANTOR APPLICATION FOR TENANCY**



Stephen Alleyne & Co.	20 Cheriton Place Folkestone Kent CT20 2AZ
Tel: 01303 250 194	

Scheme No: 1404119

To avoid any unnecessary delay, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned, if you have any questions when completing this form please call us on **0845 111 2222**.

**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.**

Comprehensive Plus <input type="checkbox"/>	Xpress 6 months <input type="checkbox"/>	Extra 6 months <input type="checkbox"/>	Advantage 6 months <input type="checkbox"/>
	Xpress 12 months <input type="checkbox"/>	Extra 12 months <input type="checkbox"/>	Advantage 12 months <input type="checkbox"/>

**2. PROPERTY TO LET** **To be completed by the LETTING AGENT**

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

Postcode: \_\_\_\_\_ Is this property: Let Only  Managed

Total rent for this property: £ \_\_\_\_\_ per month Applicant share of rent: £ \_\_\_\_\_ per month

Tenancy Term: \_\_\_\_\_ (months) Tenancy Start Date: \_\_\_\_\_

Has the applicant completed all of the necessary benefit application forms? Yes  No  Is this a student property? Yes  No

Is this property shared? Yes  No  If yes, number of sharers in property? \_\_\_\_\_

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: \_\_\_\_\_

**3. TENANT 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:** Property Owner  Council Tenant  Private Tenant  Living with Friends/Relatives   
(please tick one)

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, Involuntary 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.

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**4. CURRENT & PREVIOUS ADDRESS(ES)**

**To be completed by the TENANT**

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

**Current Letting Agent/Landlord/Managing Agent** (Complete this section if you are currently a tenant.)

Name:

Address:  Postcode:

Telephone (day):  Telephone (evening):

Fax:

E-mail:

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

**5. DECLARATION**

**To 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 confirm and agree that other information and checks that HomeLet and/or other companies within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. 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 HomeLet utilise the services of Credit Reference Agencies, and I consent to HomeLet checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

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 tracing 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.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by HomeLet, your letting agent and those of carefully selected third parties, if you do not wish your details to be used for this purpose please write to us at Becor House, Green Lane, Lincoln, LN6 7DL or contact us on 0845 111 2222.

Signed

Print name in full

Date

HomeLet is a trading name of Barbon Insurance Group Limited and Hanover Park Services 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. Hanover Park Services Limited is registered in England number 4194617. Registered office address 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX.

**To avoid delays to your 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.**

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**6. GUARANTOR 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: \_\_\_\_\_

**Residential Status:** (please tick one) Property Owner  Council Tenant  Private Tenant  Living with Friends/Relatives

**Employment Status:** (please tick one) Employed  Self-employed  Retired  On Contract  Independent Means

Gross Annual Income £ \_\_\_\_\_

**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, Involuntary 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.

**7. ADDRESS HISTORY** **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

**8. 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  Self Assessment

Company Name: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_

Contact's Position: \_\_\_\_\_

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

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**8. FINANCIAL INFORMATION (CONTINUED)**

**To be completed by the GUARANTOR**

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

Position Held: \_\_\_\_\_

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

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

Gross Salary/Pension/Drawings per annum: £ \_\_\_\_\_ *If self-employed please include your average earnings in the last 3 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: \_\_\_\_\_ (Inc STD) Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_  
*Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Position Held: \_\_\_\_\_

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

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

Gross Salary/Pension/Drawings per annum: £ \_\_\_\_\_ *If self-employed please include your average earnings in the last 3 years*

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

**9. DECLARATION**

**To be completed by the GUARANTOR**

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to the 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 the tenant, for whom I am proposing to act as Guarantor, default in respect of any of their tenancy covenants. I further understand that this application and the result of the findings may be disclosed to an Insurer and/or their agents in connection with the provision of insurance related to the tenancy. 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 confirm and agree that other information and checks that HomeLet and/or other companies within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. 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 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.

I also understand that in the event of my defaulting in respect of my covenants as Guarantor, 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 my defaulting in respect of my covenants as Guarantor, the information contained herein may be disclosed to one or more Insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I also understand 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.

I understand that HomeLet utilise the services of Credit Reference Agencies, and I consent to HomeLet checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by HomeLet, your letting agent and those of carefully selected third parties, if you do not wish your details to be used for this purpose please write to us at Becor House, Green Lane, Lincoln, LN6 7DL or contact us on 0845 111 2222.

I hereby authorise my employer /accountant / pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to HomeLet for the purposes described above.

Signed \_\_\_\_\_

Print name in full \_\_\_\_\_

Date \_\_\_\_\_

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**10. ADDITIONAL INFORMATION**

**To be completed by the TENANT**

**Personal Details:** The information requested in this box is not required for referencing purposes, however may assist your managing agent.

Marital Status:      Single  Married  Divorced/Separated  Other

Are you a smoker?    Yes     No

Do you have any pets? Yes     No

Please detail: \_\_\_\_\_  
 \_\_\_\_\_

Names and ages of any children who will be occupying the property (use a separate sheet if required):

**Bank Details:**

Name(s) of Account Holder(s): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

**Next of Kin (this should NOT be your spouse):**

Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

**IMPORTANT:** IT MAY BE A CONDITION OF YOUR ASSURED SHORTHOLD TENANCY THAT YOU HAVE ADEQUATE INSURANCE WHICH COVERS YOUR LANDLORD'S CONTENTS, AS WELL AS YOUR OWN. EVEN IF THIS ISN'T THE CASE, WE'D STRONGLY RECOMMEND YOU CONSIDER PROTECTING YOUR POSSESSIONS AND YOUR DEPOSIT. CALL HOMELET ON **0845 117 6000** FOR A QUOTE TODAY.