

**INDIVIDUALS APPLICATION FOR TENANCY**

Nicholls Tyreman Lettings	9 Albert Street Harrogate HG1 1JX
Tel: 01423 530 744	



**HomeLet™**  
TAKING THE RISK OUT OF PROPERTY RENTAL

Scheme No: 1501879

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/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  (Credit Profile Plus)   
 Enhance  (Comprehensive Plus)   
 Optimum  (Comprehensive Plus with legal expenses)   
 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

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

Tenancy term: \_\_\_\_\_ (months) Tenancy start date: \_\_\_\_\_

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 £ \_\_\_\_\_

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: \_\_\_\_\_ Passport number\*: \_\_\_\_\_  
\*Required if you have been out of the UK for the last 6 months.

**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.

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**4. YOUR CURRENT & PREVIOUS ADDRESS(ES)** **To be completed by the TENANT**

Current 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.

Previous address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

**5. YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT** **To be completed by the TENANT**

If you are a private tenant please provide the details of the letting agent/ landlord/ managing agent of your current address.

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.*

**6. YOUR FINANCIAL INFORMATION** **To be completed by the TENANT**

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: \_\_\_\_\_  
 (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): \_\_\_\_\_

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

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**6. ADDITIONAL FINANCIAL INFORMATION** - 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 \_\_\_\_\_ Hrs 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): \_\_\_\_\_

**7. YOUR BANK DETAILS** **To be completed by the TENANT**

Bank / building society details: please provide the details of your current account

Name(s) of account holder(s): \_\_\_\_\_

Bank name: \_\_\_\_\_

Sort code: \_\_\_\_\_ Bank account number: \_\_\_\_\_

**8. 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 & DATE.**

I confirm that the information which I have given in my application form is to the best of my knowledge true and accurate. I acknowledge and agree to HomeLet carrying out searches to verify such information. I agree that such verifications may involve HomeLet:

- contacting any referee detailed in my application;
- consulting with credit referencing agencies;
- consulting with the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank account details; and
- consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).

In connection with my application I acknowledge and agree that:

- HomeLet and any third party may keep a record of any search carried out to verify the information I have provided;
- 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 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 will 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's database may be accessed by various other third parties, who may supply the information on the database to further third parties; and
- HomeLet can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to HomeLet.

The provisions of Section 17 of the Housing Act 1996 will apply to this application. If any information within this application is found to be untrue it will be grounds to terminate the tenancy agreement.

HomeLet shall, for the purposes of this application form, be the Data Controller as defined in the Data Protection Act 1998 (the "Act"). In connection with the Act I acknowledge and agree that:

- the information provided by me may be transferred by HomeLet to a country outside of the European Economic Area for the purposes of data processing;
- HomeLet may otherwise release my personal data where they are required to do so by law and may pass my personal data, including any forwarding address I may provide to a utility company to ensure that any outstanding bills or credit on utility accounts are paid or received by me; and
- HomeLet can retain my personal data and use it to provide me with marketing materials in any form (including by electronic means such as email or SMS) on any HomeLet product and/or service and sell my personal details to third parties to allow such third parties to market their products and/or services to me. I agree that if I do not want my details to be used for this purpose I will express this by writing to HomeLet at Becor House, Green Lane, Lincoln, LN6 7DL or contacting HomeLet on 0845 111 2222.

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

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.

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**8. ADDITIONAL INFORMATION**

**To be completed by the TENANT**

**Your personal details:** 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):

**Your next of kin (this should NOT be your spouse):**

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

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

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

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

**Additional Information:**

**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.**

**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 that you consider protecting your possessions and your deposit. Call HomeLet on **0845 117 6000** for a quote today.