

# TENANT & GUARANTOR APPLICATION FOR TENANCY

The Following **must** be enclosed with this Application for it to be successful:

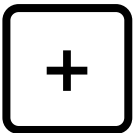


**Photographic Identification for Every Adult Occupant**  
One of the following; Current UK or Irish Passport, Current UK Full or Provisional Driving Licence with Paper Counterpart (NI) or Photographic Electoral Identity Card (NI). No other form of Identification will be accepted without prior approval.



**Proof of Previous Address**  
A utility, mobile, or other bill issued within the proceeding 3 months.

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**Supply All Requested Information / Documents**  
The more information we receive the greater the likelihood of your application being successful. It is your responsibility to insure the form is filled in correctly. Incomplete or unsupported applications may fail.



All requested details should be original documentation where possible, copies may not be acceptable. We will photocopy and return these originals to the applicant. This form may be scanned together with supporting documents and e-mailed to:

[info@abartoncompany.co.uk](mailto:info@abartoncompany.co.uk)

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## Office Use Only

APP received: / / 20

Receipt: \_\_\_\_\_

On Homelet: / / 20

L.L. Informed: / / 20

Responded: / / 20

Y / N / M / W / \_\_\_\_\_

T. Informed: / / 20

Filed: / / 20

170122

## General Information

Full name of Applicant:

\_\_\_\_\_

Full Names of any Additional Tenants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Applied Tenancy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Moving-In Date: / / 20 or A.S.A.P.

Please fill out the above boxes, sections marked for "To be completed by the Tenant" and then please ask your Guarantor to fill out their marked sections in the last three pages. Please contact us for advice if you have difficulty with any part of this form. An F.A.Q. is overleaf.

## **Frequently Asked Questions**

### **How long does the application process last?**

We try to insure that all applications are processed as quickly as possible. If all requested information has been supplied correctly, most applications are completed in 5 working days.

### **If my application is successful, what happens then?**

If your offer on the property is successful, we will contact you to arrange an appointment to pay your Deposit, your 1st months rent and sign your tenancy agreement. All three must be completed before gaining possession of the property.

### **What is a Deposit?**

The Deposit is a sum of money, protected by a Government authorised third party, on behalf of you and the landlord. It is held to insure that the property is returned to the landlord at the end of your tenancy in good order. Any damage, repairs, arrears or necessary cleaning to return the property to the condition in which you received it, may be paid for out of your deposit.

### **How do I pay my rent?**

Generally rent is paid by a standing order mandate and will leave your account 3 days prior to the rental due date in order to be in the recipients account on the due date (The due date is typically, although not always, the date on which you moved in). The first months rent & deposit must be paid in full, either in cash on the moving in day, by BACS or other form of direct bank payment (5 working days before moving in).

### **What happens if my rent is paid late?**

Any problems with rental payments, that may result in late payment, should be reported to our office immediately. Arrears letters may be issued if rent remains outstanding beyond 5 days after it was due. Interest may be charged until payment is made. Administrative costs associated with rent arrears are payable by the tenant.

### **I receive Housing Benefit / Universal Credit, how will that affect my application / payment of rent?**

Most landlords have no problem accepting tenants who normally would receive Housing Benefit. However it has no bearing on how and when rent is to be paid. Housing Benefit payments are made to Landlords every 4 weeks in arrears; rent is due every calendar month of your tenancy in advance, and any shortfall will have to be paid by you on the due date.

### **What is a Guarantor?**

A Guarantor is an individual who is willing to guarantee the tenancy agreement, that is to say, they agree to be legally responsible for your obligations under the agreement, should you be unable or unwilling to carry them out yourself. That can mean rent arrears but can also mean other duties under the agreement such as maintenance or anti-social behaviour. The guarantor must be either: working, and earning (gross) more than 3 times the annual rent of the property; or, own their own home and be able to prove it.

## **Application Checklist**



The Forms Have been completed in full.



All Necessary Documents have been attached.



You have informed any referees to expect our call.



The Application Fee is enclosed.

**YOU MUST INFORM US IMMEDIATELY OF ANY CHANGE IN YOUR CIRCUMSTANCES**

## To be handed to applicants when applying for a new rented property

To ensure we can provide a quality service, please check the application form is fully completed, signed and legible. Poorly completed application forms will result in delays.

### Help us to help you

We appreciate that you wish to move into your new home with the minimum amount of fuss. We'll do all we can to efficiently process your reference. However, in some instances, employers and landlords (despite our best efforts and daily contact) will delay the process. You can help by contacting them, before you apply, and asking them to deal with our enquiry quickly. If they require written confirmation, a standard letter is available from your letting agent for you to give to your referee.

### Track your application

You can track your application online at any time by visiting [homelet-tenants.co.uk](http://homelet-tenants.co.uk) and selecting 'Track your Reference'. You'll be asked to enter login details. These details will be sent to you by email once your application has been received by HomeLet.

## Information you should provide in your application

### Residency details

To complete our checks, we'll check your credit file with our credit information provider. To do this we need you to provide full details of your residential addresses for the past three years, even if the addresses are overseas.

Your situation	What you should provide...
I'm currently living in a rented property	The details of the landlord, letting agent or organisation that you pay your rent to should be supplied. If you're aware that your landlord is difficult to contact, please ALSO provide copies of bank statements showing the last six months' rental payments and a copy of your tenancy agreement
I have current, historic or pending adverse credit	You should ensure that as much information as possible is provided on a separate sheet and submit this with your application. Failure to answer this question accurately may jeopardise your application/tenancy

### Income details

We need your current employment information. However, if you're changing employment, we'll need the details of your future job.

Your situation	What you should provide...
I am/will be employed by an educational establishment that is closed for holidays	<ul style="list-style-type: none"> <li>If the educational establishment is controlled by a local authority, the full local authority details, along with the name of the school/educational establishment, should be supplied in the financial information section provided on the application form. This is along with your position, start date, employee number etc.</li> <li>If your employer isn't a local authority, please provide a copy of the work contract along with copies of your payslips from the past 3 months</li> </ul>
I'm self employed and have an accountant/auditor	<ul style="list-style-type: none"> <li>Your accountant's/auditor's details should be supplied where indicated. Please also ensure you've given your consent to your accountants/auditors to provide a reference to HomeLet</li> <li>The income figure needs to be stated on the application form in the financial information section. This should be the figure shown as the profit on your last finalised accounts, in relation to your self employment. If you've recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section</li> <li>A copy of your last tax calculation issued by H M Revenue &amp; Customs, in relation to self assessment, should be submitted with your application. Please note a "Statement of Account" is NOT acceptable. If you submit your details online to H M Revenue &amp; Customs, your tax calculations can be obtained through your online facility with them</li> </ul>
I'm self employed and don't use an accountant/auditor	The income figure to be stated on the application form, in the financial information section, should be the figure shown as the profit on your last finalised accounts – in relation to your self employment. If you've recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section
I'm working on a contract/as a temporary member of staff	The details of the company you've secured work through should be provided with the contractual end date of your work placement
I'm retired and my income is derived from pensions	Please submit copies of any statements, that confirm your pension income, with your application. You should ensure that contact details for your pension providers are also included
I'm retired and my income is derived from investments (and pension income)	Please provide details of your financial advisor/accountant who can confirm your situation. If you're also in receipt of pension income, please refer to the paragraph above

### Data Protection

HomeLet is registered with the Information Commissioner's Office. Your letting agent will only be able to advise the overall assessment we've provided. No additional information will be provided. Your data will be fully protected and no details can be used without your permission.

Scheme No. 1508047

Telephone 02890 835117

#### 4 LETTING AGENT: WHAT IS THE TENANT'S SHARE OF RENT

[To be completed by the Agent]

#### 4.1 YOUR PERSONAL DETAILS [To be completed by the Tenant]

Title: Mr  Mrs  Miss  Other

First name  Middle name

Last name

Email

Other/Maiden/Previous name(s)  Date of birth  /  /

**Residential Status** Property owner  Council tenant  Private tenant  Living with friends/relatives

**Employment status** Employed  Self-employed  Retired  Independent means

On contract  Student  Unemployed

Total gross annual income

Your Telephone  Your Mobile

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

Account holder(s)  Bank name

Bank Account no.  Sort code

#### IMPORTANT - ADVERSE CREDIT HISTORY

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?

NO  YES

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.

#### 5 YOUR ADDRESS [To be completed by the Tenant]

Current Address

Postcode

Period at Address  Years  Months

*We require three years worth of your address history. If you have lived at this address for more than three years, please move to section 6. If you have been there for less than three years, please provide your previous address(es) below.*

Previous Address

Postcode

Period at Address  Years  Months

**Status** Owner  Rented  Living with parents  Council tenant  Other  *Please complete section 6*

Previous Address

Postcode

Period at Address  Years  Months

**Status** Owner  Rented  Living with parents  Council tenant  Other  *Please complete section 6*

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### 6 YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT [To be completed by the Tenant]

If you are not a private tenant, please move to section 7.

If you are a private tenant please provide the details of the person or company that you pay your rent to now.

Name

Address

Postcode

Telephone   Evening Telephone

Email  Fax

Please complete section 7

### 7 YOUR FINANCIAL / EMPLOYMENT 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  Self employed (SA302 / SA100)  Benefit / Savings / Other

Company Name

Address

Postcode

Contact Name  Contact Position

Telephone   Fax

Mobile

Email

Your position

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

Is this position: Permanent  Contract  Contract Terms  Months  Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum:  *If self employed please indicate your average earnings from the last year*

Basic salary  Commission / Overtime

Start Date  End Date (if applicable)

Details of savings / benefits:

Do you have a second job, or additional pension? **IF YES, please enter the details in section 8**  
Will your employment change before the proposed tenancy starts? **IF YES, please go to section 8**  
**IF NO, please go to section 9**

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**8 ADDITIONAL FINANCIAL INFORMATION** [To be completed by the Tenant]

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

Contact Address

Postcode

Contact Name  Contact Position

Telephone   Fax

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

Your Position

Is this position: Permanent  Contract  Contract Terms  Months  Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum:  *If self-employed please include your average earnings from the last year*

Start Date  End Date (if applicable)

**9 ADDITIONAL INFORMATION** [To be completed by the Tenant]

• PLEASE NOTE, the information contained within this section is not mandatory for your reference, however your letting agent may require this to assist with your application

Marital status: Single  Married  Divorced/Separated  Other

Are you a smoker? YES  NO  Do you have any pets? YES  NO  Details / type of pets

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

National Insurance Number  Nationality

Passport Number

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

Name

Address

Postcode

Telephone   Relationship

How long known Years  Months

Please complete section 10

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### 10 ABOUT YOUR REFERENCE [To be completed by the Tenant]

Your reference will be completed by HomeLet on behalf of your letting agent. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation ('GDPR')

In order to complete your application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default on your rental payments, HomeLet may record this on a centrally held database of defaulting tenants, and that such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.
- The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on our website: [homelet.co.uk](http://homelet.co.uk)

Details of addresses, including past, current and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both you, the data subject, and the third-party companies. Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

The provisions of Section 8, Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement

**PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.**

**YES**  I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

**YES**  I'm happy for HomeLet to contact my referees (*including those outside the EEA*), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

If you'd like to find out more about any of the information sources we access to complete your application, please visit [www.homelet.co.uk/ref-info](http://www.homelet.co.uk/ref-info).

Signed

Full name

Date

Following the completion of your reference, HomeLet or other Barbon Group Companies may contact you by phone or post to let you know about additional services we can offer which may be of interest to you. These services could help protect your liability as a tenant as well as your personal contents. If you don't want us to contact you, please tick this box . We'll never pass your details on to a third party unless we ask for your express permission. 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)

Yes, I'm happy for HomeLet and other Barbon Group Companies to contact me occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit me as a tenant.

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia House, Edgewest Road, Lincoln, LN6 7EL

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this application is strictly prohibited. If you receive this application in error please notify us immediately by calling 0330 333 7073.

Scheme No. 1508047

Telephone 02890 835117

**3 YOUR PERSONAL DETAILS** [To be completed by the Guarantor]

Title: Mr  Mrs  Miss  Other

First name  Middle name

Last name

Email

Other / Maiden / Previous Name(s)  Date of birth  /  /

Your Telephone  Your Mobile

Employment status    Employed     Self-employed     Retired     Independent means     On contract

Matital status        Single     Married     Divorced / Widowed     Other

Total gross annual income

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

Account holder(s)  Bank name

Bank Account no.  Sort code

**IMPORTANT - ADVERSE CREDIT HISTORY**

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?    NO     YES

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.

**4 YOUR ADDRESS** [To be completed by the Guarantor]

Current Address

Postcode

Period at Address  Years  Months

*We require three years worth of your address history. If you have lived at this address for more than three years, please move to section 6. If you have been there for less than three years, please provide your previous address below.*

Previous Address

Postcode

Period at Address  Years  Months

Address

Postcode

Period at Address  Years  Months

Please complete section 5

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### 5 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  Self employed (SA302 / SA100)

Company Name

Address

Postcode

Contact Name  Contact Position

Telephone   Fax

Mobile

Email

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

Your position

Is this position: Permanent  Contract  Contract Terms  Months  Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum:  *If self employed please indicate your average earnings from the last year*

Basic salary  Commission / Overtime

Start Date  End Date (if applicable)

Details of savings / benefits:

*Do you have a second job, or additional pension? IF YES, please enter the details in section 6  
Will your employment change before the proposed tenancy starts? IF YES, please go to section 6  
IF NO, please go to section 7*

### 6 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Guarantor]

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

Contact Address

Postcode

Contact Name  Contact Position

Telephone   Fax

Email

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

Your Position

Is this position: Permanent  Contract  Contract Terms  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)

Scheme No. 1508047

Telephone 02890 835117

**7 ABOUT YOUR REFERENCE** [To be completed by the Guarantor]

By completing this form, you have agreed to act as Guarantor for the tenant named within this form. The tenant's reference will be completed by HomeLet on behalf of their letting agent. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation ("GDPR").

In order to complete this application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to the landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default in respect of any covenants you have given as guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent), HomeLet may record this on a centrally held database of defaulting debtors, and such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.
- The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on our website: [homelet.co.uk](http://homelet.co.uk)

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

**PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.**

**YES**  I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply to act as a guarantor in the future.

**YES**  I'm happy for HomeLet to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Please note, if you'd like to find out more about any of the information sources we access to complete your application, please visit [homelet.co.uk/ref-info](http://homelet.co.uk/ref-info).

Signed

Full name

Date

**Additional Information** - To be completed by the Guarantor