



Residential Lettings

Application Form



Strictly private and confidential

Date:

Property:

You have enquired about renting a property and we are pleased To provide you with the following:

- An application form for the property.
- The application terms - which explain the payments to be made. The consents you are asked to give, the process to be followed and the main points of the tenancy agreement.

Please complete the application form, one per tenant (no more than 4 related applicants are acceptable) and return the completed form to us at our Horbury office.

Please note that the property may continue to be advertised as being available for rent during this process until the documents are received and a holding deposit is paid - see the explanation in the application terms.

If you require any other information or if we can be of any further assistance please contact us on 01924 260022.

**Telephone any office for more information or
email: rented@richardkendall.co.uk**

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 connect.homelet.co.uk for an instant acknowledgement.

1 PROPERTY TO LET [To be completed by the Letting Agent]

Property Address

Postcode Total rent per calendar month

How is Rent Guarantee offered to your landlord? Free of charge Separate charge Included in Management Fee N/A

Property Let Type Let Only Managed Rent Collect

No. of bedrooms

Property type Detached Semi detached Flat Terraced Bungalow

When was the property built? (eg 1984)

Tenancy term (months) Number of Tenants Tenancy start date / /

Is the tenant paying the full rent in advance? Yes No If yes, do you require HomeLet to obtain financial references? Yes No

Please note, full rent in advance is only available on Optimum & Enhance: and for Inspire Pro & Inspire in certain circumstances.

Please complete Section 2

2 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.

Inspire Pro <input type="radio"/>	Optimum <input type="radio"/>	Extra 6 months <input type="radio"/>
Inspire - Full reference <input type="radio"/>	Enhance <input type="radio"/>	Extra 12 months <input type="radio"/>
Innovate - Monthly payment <input type="radio"/>	Insight <input type="radio"/>	Xpress 6 months <input type="radio"/>
Innovate - Annual payment <input type="radio"/>	Advantage 6 months <input type="radio"/>	Xpress 12 months <input type="radio"/>
	Advantage 12 months <input type="radio"/>	

Please complete Sections 2a & 3 if applicable

2a DECLARATION [To be completed by the Letting Agent]

If you have selected one of the following products: Xpress, Extra or Advantage, the below declaration questions are mandatory in order to process the application. Please ensure you complete the questions in full.

DECLARATION

Any facts known to you which are likely to affect acceptance or assessment of the insurance cover you are requesting must be disclosed. Should you have any doubt about what you should disclose, do not hesitate to tell us. Making sure we are informed is for your own protection, as failure to disclose may mean that your policy will not give you the protection you require, or perhaps you may invalidate the policy altogether. For your reference, we recommend you keep a record of any additional information given, including copies of letters.

1. Will/is the property let or to be let on a written Assured Shorthold Tenancy (in England or the equivalent in Scotland, Wales or Northern Ireland) with a minimum initial period of at least 3 months? YES NO
2. Are you aware of any circumstances which may give rise to a claim? YES NO
3. Is your property in a good state of repair and regularly maintained? YES NO
4. Has/will the first month's rent been/be paid in advance of the commencement of the let? YES NO
5. Has/will a deposit equivalent to (or greater than) a sum of 1 months rent been/be taken and protected in line with current regulation prior to the commencement of the tenancy? YES NO
6. I confirm that all existing tenants/guarantors have been and any future tenants/guarantors will be, satisfactorily referenced in accordance with HomeLet conditions YES NO

THE QUESTIONS AND ANSWERS YOU HAVE GIVEN ARE SET OUT ABOVE AND WILL INFLUENCE OUR ASSESSMENT OF YOUR REQUEST FOR A CONTRACT OF INSURANCE. IF ANY OF THE ANSWERS ARE INCORRECT YOU MUST NOTIFY US IMMEDIATELY. FAILURE TO DO SO MAY RESULT IN YOUR POLICY BEING VOIDED OR CANCELLED IN THE EVENT OF A CLAIM.

Please complete Section 3

3 PROSPECTIVE LANDLORD DETAILS [To be completed by the Letting Agent]

Note: This section is only necessary if you have selected one of the following products: Innovate, Inspire, Inspire Pro, Xpress, Extra or Advantage.

Name

Address

Postcode

Telephone

Mobile

Email

LETTING AGENT - please now complete section 4 overleaf and pass to the tenant to complete sections 4.1-10

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*

Scheme No.

Telephone

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

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 8
Will your employment change before the proposed tenancy starts? IF YES, please go to section 8
IF NO, please go to section 9*

Scheme No.

Telephone

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

Scheme No.

Telephone

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

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.

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

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.

APPLICATION TERMS

These Application Terms explain the **Tenants Payments**, the **Process** involved in and the **Main Points** of, the proposed Tenancy. When you complete the Application form you are:

1. giving your Consents as noted below and
2. agreeing to the Tenants Payments and
3. acknowledging that the Process and the Main Points have been explained to you.

You should ask us if there is anything you do not understand.

Consents

In completing the Application Form you are **agreeing that**:

1. if you pay a Holding Deposit (as explained in Tenants Payments) then as long as you are entitled to a refund of the Holding Deposit at the time of entering into a tenancy agreement, that refund may be made by you deducting an equivalent amount from the first months rental payment;
2. If a Holding Deposit is requested then the amount payable by you will be capped at 1 Week's rent.
3. Homelet can undertake background and financial referencing checks on (each of) you.
4. We can send your personal and financial information to the Landlord to assist in a decision being made with regard to your application and (if a tenancy agreement is granted) your future occupation/use of the Property. The Landlord will be advised to treat this information as confidential and to use it in accordance with the Data Protection legislation.

Tenants Payments

From 1st June 2019, the law provides that a Landlord or a Letting Agent may only require a Tenant applying for a tenancy to make specific types of payments, some of which have limits on the amounts requested. These payments are (further details of these are available on request):

1. The Rent due under the tenancy.
2. A refundable Tenants Deposit – Capped at 5 Weeks' rent.
3. A refundable Holding Deposit (see above under Consents) - Capped at 1 Week's Rent. Please note
 - The Deadline for retaining this Holding Deposit is 15 days unless a longer period is agreed between you and us / the Landlord.
 - A Holding Deposit must be repaid if a tenancy agreement is completed, or the Landlord decides before the Deadline not to enter into the agreement or no tenancy agreement is completed between Landlord and Tenant before the Deadline.

A Holding Deposit may not be refundable if:

- A Tenant fails a Right to Rent check or,
 - A Tenant provides false or misleading information which the Landlord reasonably considers materially affects a Tenants suitability to rent the Property) or,
 - A Tenant notifies the Landlord or Letting Agent that they do not want to complete a tenancy agreement or unreasonably delays in completing it.
4. Payments in the event of a default:
 - If rent is not paid on or within 14 days after the due date as specified in the Tenancy Agreement then interest is charged on rent which has not been paid, calculated from the date the rent is due at 3% above Bank of England base rate.
 - If Keys or Key Fobs are lost then payment of the reasonable costs incurred in replacing.
 5. Payment where a Tenant requests variation, assignment or replacement of a tenancy. The payment in this case is not to exceed £50 (including VAT) or the reasonable costs of the person to whom payment is to be made.
 6. Payment where a Tenant requests early termination of the Tenancy Agreement – such payment cannot exceed the loss suffered by the Landlord or reasonable costs by the Letting Agent. Please note that a Landlord is not obliged to accept an early termination.
 7. Payment In respect of Council Tax where the Tenant has failed to pay it.
 8. Any payment in connection with the provision of a utility to the Property (meaning electricity; gas or other fuel; water or sewage).
 9. Payment for a television license.
 10. Payment for communication services (telephone other than a mobile telephone; internet; cable television or satellite television).
 11. Green Deal Charge.

The Process

- We (or the Landlord) will undertake Right to Rent checks under the Immigration Act 2014 as appropriate.
- We will require to see original photographic evidence of identity for all Applicants (i.e. driving licence or passport) as well as proof of address (i.e. a utility bill – but not a mobile phone bill) for each Applicant.
- If the Landlord accepts your application you will be asked to pay a refundable Holding Deposit as explained under Tenants Payments above.
- Once this Holding Deposit has been received we will instruct Homelet to begin the referencing process.
- If the referencing process is satisfactory then we will report to the Landlord and, if instructed by the Landlord to do so, we would offer you a Tenancy of the Property and will send you a copy of the Tenancy Agreement to read before arranging for you to sign it.
- We will require payment of:
 - a. the first months rental and
 - b. the amount of the Tenants Deposit (see Main Points below).Please note that if a Holding Deposit has been paid by you then as explained above under Tenants Payments, you will be entitled to a refund of that Holding Deposit. As set out in point 1 under Consents (above) that refund will be made by way of a deduction of the equivalent amount from the first months rental.
- If we are managing the Property on behalf of the Landlord as well as letting it we will also explain the procedures concerning the drawing up and completion of an Inventory relating to the condition of the Property and of items in the Property which should be done before a Tenant takes up occupation of the Property.
- If the references are not satisfactory then if you have made any advance payment of rental or Tenants Deposit, these will be repaid to you - but no interest will be paid on the amounts. Please note that we may be entitled to retain the amount of the Holding Deposit as explained under Tenants Payments above.

The Main Points relating to the Tenancy

- Applicants must be able to show that they have sufficient income to enable them to manage the payments due with regard to the Tenancy.
- The monthly rental will be advised to you. All rents are per calendar month and are paid on a specific day in each month by Standing Order (after the first month's rental which is paid in advance as explained below).
- A deposit ("Tenants Deposit") will be required from you and we will advise you of the amount required which will not be more than five weeks rent for the Property. The purpose of the Tenants Deposit is to cover damage or breakages at the Property. It is not the same thing as a Holding Deposit
- If we are also managing the property as well as letting it, the Tenants Deposit will be held by us as independent stakeholders and the procedure for this is explained in the Tenancy Agreement.
- The Tenants Deposit will be held under the Tenancy Deposit Scheme operated by The Dispute Service Ltd and you will be provided with prescribed details of the arrangements. The Tenants Deposit will be returned to you on a written agreement between you and the Landlord following the check-out process at the end of the tenancy. Please note that we do not pay interest on monies held on the Tenants Deposit or other money held on behalf of both Landlord and Tenant.
- If the Landlord is proposing to manage the Property and requires payment of a Tenants Deposit then the Landlord is legally obliged to place the bond or deposit in an approved Tenancy Deposit Protection Scheme – a Custodial Scheme where a third party administrator holds the deposit or one of two Insurance based schemes. The Landlord must tell you which scheme is being used and provide you with prescribed details of the scheme.
- One month's rental and the Tenants Deposit are payable in advance and must be paid in cleared funds (meaning by Personal Debit Card, Building Society cheque, Bankers Draft, Cash or Bank Transfer). Where payment is to be made by Bank Transfer this must be made at least 24 hours before signing the Tenancy Agreement. We do not accept personal cheques or Credit Cards for this purpose.
- The Tenancy will be an Assured Shorthold Tenancy under the 1988 Housing Act (as amended) and the Tenancy Agreement will be in the form provided by ARLA of which we are a member firm.

- The Tenancy Agreement sets out the obligations imposed on both the Landlord and on you, as Tenant.
- Where you, the Tenant, is more than one person then the Tenancy Agreement applies to all of you together and to each of you on your own. Each of you can be held fully responsible for payment of all rent and all liabilities falling on a tenant as well as for the consequences of any breach of the Tenancy Agreement.
- You will be responsible for informing all utility companies (gas, water, electricity and Council tax) at the start of the tenancy and arranging final readings / accounts at the end of the tenancy.
- Pets are not normally allowed. If you have a pet please discuss this before completing an Application.
- Some Landlords state that they would prefer to let properties to non-smokers. Please discuss this before completing an Application
- The Tenant is responsible for maintaining the gardens at the property to a good standard
- You are strongly advised to take out your own personal contents cover as your possessions are not covered under any insurance put in place by the Landlord.

Please note that this is an **APPLICATION**, not a tenancy itself. Although we will deal with this application in accordance with the Code of Practice for Residential Letting Agents issued by the Property Ombudsman and process the application accordingly, the Landlord is not obliged to offer a tenancy to you nor are you obliged to take the tenancy until the Tenancy Agreement has been signed.

Signed by the Applicants

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66 Northgate
Wakefield
WF1 3AP
01924 291 294

15 Cornmarket
Pontefract
WF8 1AN
01977 798 844

4 Cluntergate
Horbury
WF4 5AG
01924 260 022

2 Wellgate
Ossett
WF5 8NS
01924 266 555

10 High Street
Normanton
WF6 2AB
01924 899 870

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WF10 1BA
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