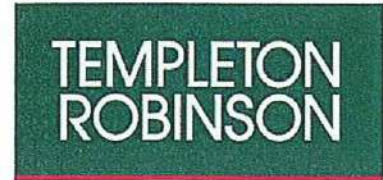


# RENTAL APPLICATION

STUDENT GUARANTOR REFERENCING



## *Information for all applicants*

Please fill in the relevant sections on the attached form.

Each application form must be accompanied by a full credit report, and a written landlords reference (if applicable). Templeton Robinson can obtain references for you through a company called Homelet, at a cost of £40 per individual.

Please tick if you require Templeton Robinson to complete the referencing at a cost of £40

An application form must be filled in for each person wishing to rent the property (with the exception of married couples who only require one application form).

A guarantor will be required, and will have to provide a full credit report and employment reference on headed paper or a signed contract of employment and the last three months' payslips, or if Templeton Robinson is obtaining references, these will be carried out at no additional cost.

Please note there are different forms for individuals, unemployed persons and companies. If you require this form please contact the office. This can be either emailed or posted to you.

The box below should be filled in to ensure Templeton Robinson can provide the landlord with full details of prospective tenants.

Address of Property _____
Term of Tenancy _____ Commencement Date _____
Number of People to Occupy the Property _____
Name _____ Occupation _____
Name _____ Occupation _____
Name _____ Occupation _____
Monthly Rent _____

Templeton Robinson Estate Agents | 563 Lisburn Road, Belfast BT9 7GQ

Call: 028 9066 3030 | Visit [www.templetonrobinson.com](http://www.templetonrobinson.com) | Email: [belfast@templetonrobinson.com](mailto:belfast@templetonrobinson.com)

Templeton Robinson Partnership

Email: [lucyarthur@templetonrobinson.com](mailto:lucyarthur@templetonrobinson.com)

Scheme No. 1504483

Telephone 02890 663030

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](http://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*

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### 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*

Signed

Full name

Date

### 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**

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#### 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 names  Date of birth  /  /

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

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 below.*

Previous Address   
 Postcode

Period at Address  Years  Months

Previous Address   
 Postcode

Period at Address  Years  Months

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 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

Names and ages of any children 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

Additional information

*Please complete section 10*

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**8 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.

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### 9 YOUR PERSONAL DETAILS [To be completed by the Guarantor]

Title: Mr  Mrs  Miss  Other

First name  Middle name

Last name

Email

Other names  Date of birth  /  /

Employment status    Employed     Self-employed     Retired     Independent means     On contract

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.

### 10 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 11. If you have been there for less than three years, please provide your previous address below.*

Previous Address

Postcode

Period at Address  Years  Months

Previous Address

Postcode

Period at Address  Years  Months

Please complete section 11

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### 11 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)  Benefit/other

Company Name

Address

Postcode

Contact Name  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)

*Do you have a second job, or additional pension? IF YES, please enter the details in section 12  
Will your employment change before the proposed tenancy starts? IF YES, please go to section 12  
IF NO, please go to section 13*

### 12 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  Self employed  Benefit/other

Company Name

Contact Address

Postcode

Contact Name  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)



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**13 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 [www.homelet.co.uk/ref-info](http://www.homelet.co.uk/ref-info).

Signed

Full name

Date