

Application Form

Scheme No.	Telephone
To avoid any unnecessary delays, please complete in full, in BLACK INK using	
Once completed, you can enter this application online via connect.homelet .	
1 PROPERTY TO LET [To be completed by the Letting A	gent]
Property Address	
Postcode Total rent per calenda	ar month
How is Rent Guarantee offered to your landlord? Free of charge	Separate charge Included in N/A 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 \bigcirc No \bigcirc If ye	s, do you require HomeLet to obtain financial references? Yes 🔿 No 🔿
Please note, full rent in advance is only available on Optimum & Enhance: ar	nd for Inspire Pro & Inspire in certain circumstances.
	Please complete Section 2
2 PRODUCT SELECTION [To be completed by the Le	
Please select the service required, TICK ONE BOX ONLY - WE CANNOT F	\bigcirc
Inspire Pro Optimum O Inspire - Full reference Enhance	Extra 6 months
Innovate - Monthly payment O Insight O	Xpress 6 months
Innovate - Annual payment O Advantage 6 months O Advantage 12 months O	Xpress 12 months
	Please complete Sections 2a & 3 if applicable



Application Form

Scheme No.

(Telephone

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	l, Wales or Northern Ire	eland)
	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?
- 3. Is your property in a good state of repair and regularly maintained?
- 4. Has/will the first month's rent been/be paid in advance of the commencement of the let?
- 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 CON-TRACT 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 comp	lete Section 3
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VES

Date

Signed

Full name

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 Pro, Xpress, Extra or Advantage.

Name

Address

Complete section

Postcode

Postcode

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



Application Form

Scheme No. Telephone	
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 O Council tenant O Private tenant O Living with friends/relatives O	
Employment status Employed Self-employed Retired Independent means	
On contract O Student Unemployed O	
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 addre	ss for more than three years
please move to section 6. If you have been there for less than three years, please provide you Previous	
Address Postcode	
Period at Address Years Months	
Status Owner Rented Living with parents Council tenant Other Please complete sec	tion 6
Previous Address	
Period Period	
at Address Years Months Status Owner () Rented () Living with parents () Council tenant () Other () Please complete sec	tion 6

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 Form

Basic salary Commission / Overtime Start Date End Date (if applicable)	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 Address Postcode Postcode Prace Provide and provide the details of a financial referee below (please tick one). Failure to provide your gross annual inco will prevent us from contacting your referee and will delay your application. Corrent Employer Pension Administrator Address Contact Postcode	eme No.		Telepho	one	
If you are a private tenant please provide the details of the person or company that you pay your rent to now. Name Address Contract Postcode Postcode Postcode Postcode Postcode Postcode Please complete sectio Please complete sectio Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual inco will prevent us from contacting your referee and will delay your application. Current Employer Pension Administrator Address Contract Postcode	If you are a private tenant please provide the details of the person or company that you pay your rent to now. Name Address Address Break	YOUR CURRE	NT LETTING AGEN	NT/LANDLORD/MA	ANAGING AGE	\mathbf{NT} [To be completed by the Tena
Name Address A	Name Address	If you are not a private	tenant, please move to section	7.		
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IF NO, please go to section 9

Will your employment change before the proposed tenancy starts? IF YES, please go to section 8

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Application Form

	L FINANCIAL INFORMATION [To be completed by the Tenant]	
	o 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	Contact	
Name	Position	
Telephone	Fax	
Free:1	Providing an email address or fax number could result in a QUICKER	RESP
Email	from your referee.	
Your Position		
Is this position: Per	manent O Contract O Contract Terms Months Hours per week	
Payroll/Service/Pensic	on number:	
Gross Salary/Pension/	Drawings per annum:	
[(use)
Start Date		
Start Date	End Date (<i>if applicable</i>)	
	End Date (if applicable)	
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ADDITIONA • PLEASE NOTE, the ir assist with your appli Marital status: Are you a smoker?	L INFORMATION [To be completed by the Tenant] Information contained within this section is not mandatory for your reference, however your letting agent may requi ication Single Married Divorced/Separated Other YES NO Do you have any pets? YES NO Details / type of pets	ire th
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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 Form

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 moneylaundering 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.

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