

### Thank you for choosing a Gibbs Gillespie property.

Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. I/we apply for approval to rent the property referred to in this form. I/we acknowledge that my/our application will be referred to the Landlord of the property for their approval and if the application is approved a Residential Tenancy Agreement for the property will be prepared.
2. I/we acknowledge that my/our application is subject to contract and references.
3. **If there is more than one applicant, a separate application form is required for each applicant.**
4. Upon submission of your completed application form(s), an application fee of £150.00 (including Vat) is payable to: **Gibbs Gillespie Lettings Ltd.** for this tenancy unless you have already paid a Reservation Fee.
5. We will not consider your application until we have received your completed application form(s) and the application fee.
6. Once the application form and fee are in our possession we will proceed with the application process. The application fee covers the administrative costs including application, referencing and credit checks which we will carry out. Please note the application fee is **non-refundable** if you fail the referencing or you withdraw your application. However, should the Landlord refuse your application for whatever reason, this fee will be returned to you in full by cheque minus deductions for work carried out (see Declaration of Offer Form - Statement of Costs).
7. When we have received all completed application forms and the application fee we will stop viewings on the property.
8. Your application does not guarantee a tenancy and that both the applicant(s) and the landlord can pull out at any time until contracts are signed, dated and exchanged.
9. All applicants must supply:
  - **Proof of Address** (e.g. gas/electricity bill, bank/building society statement or telephone bill) and
  - **Proof of photographic identity** (e.g. passport or photographic driving licence)
10. You may require a guarantor if you cannot satisfy the Landlord or the referencing company, Homelet, that you have enough rent to ratio. A guarantor will only be accepted at the Landlord's discretion and they must be UK based. They will be asked to sign an agreement to guarantee the full amount of the rent for the property and they will also be fully credit checked without exception.
11. When the form(s) has/have been completed please return to your Gibbs Gillespie Lettings Consultant.

We hope that your application is successful and that you enjoy your new home. We aim to look after you at all times.

If you have any queries regarding our procedures please ask your Gibbs Gillespie representative.





INDIVIDUALS APPLICATION FOR TENANCY

Scheme No:

Tel:

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.com/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 Xpress 6 months Xpress 12 months Extra 6 months Extra 12 months Advantage 6 months Advantage 12 months

2. PROPERTY TO LET To be completed by the LETTING AGENT

Address: Postcode: Is this property: Let only Managed Rent collect
Number of bedrooms: Property type: Detached Semi detached Flat Terraced Bungalow
When was the property built?
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):
Date of birth: National Insurance Number:
Residential status: Property owner Council tenant Private tenant Living with friends/relatives
Employment status: Employed Self-employed Retired Independent means
On contract Student Unemployed
Gross annual income
Bank / building society details: please provide the details of your current account
Name(s) of account holder(s): Bank name: Bank account number: Sort code:



TAKING THE RISK OUT OF PROPERTY RENTAL

# INDIVIDUALS APPLICATION FOR TENANCY

\_\_\_\_\_

Scheme No: \_\_\_\_\_

Tel: \_\_\_\_\_

### 3. YOUR PERSONAL DETAILS continued To be completed by the TENANT

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.

### 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.

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: \_\_\_\_\_





TAKING THE RISK OUT OF PROPERTY RENTAL

	Scheme No:	Tel:
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**8. DECLARATION AND CONSENT**

**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 CONSENT TO THESE TERMS.

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 consent that such verifications may involve HomeLet:

- contacting any referee detailed in my application;
- consulting with credit referencing agencies, including passing credit performance data to such agencies who may share this data with other organisations for credit referencing, crime prevention and related (non marketing) purposes;
- 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 consent 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 can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to HomeLet
- I may request the name and address of the Credit Reference Agency HomeLet use, I understand that I may apply for a copy of the information they provided to HomeLet.

The provisions of Section 17 of the Housing Act 1996 will apply, where applicable, to this application. If any information within this application is found to be untrue it may 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 consent that HomeLet:

- Can release my details where they are required to do so by law
- Can contact me about their alternative services which are appropriate and may be of interest to me if I do not tick this box
- Can contact me via text message or e-mail about the above services if I tick this box
- Can pass my details to third parties for those third parties to contact me with information about their products and services,  which they feel may be of interest to me if I tick this box
- Please note that you can contact us to unsubscribe from these services at any time

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.

**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.

**You can track the progress of your application online by visiting [homelet.co.uk/tenants](http://homelet.co.uk/tenants) then select 'Your Reference'. We'll send your log in details to your email address as soon as we receive your application.**