

RENTAL APPLICATION

COMPANY REFERENCING



Information for all applicants

Please fill in the relevant sections on the attached form.

This application form must be accompanied by a full credit report and proof of company credit limit. Templeton Robinson can obtain this reference for you through a company called Homelet, at a cost of £40.

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

A guarantor may 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. We will notify you if a guarantor is required.

Please note there are different forms for students, unemployed persons and individuals. 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 | Email: belfast@templetonrobinson.com

Templeton Robinson Partnership

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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 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?
(e.g. 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 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.

Enhance

Advantage 6 months

Extra 6 months

Advantage 12 months

Extra 12 months

Please complete Section 2a

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

If you have selected an Extra or Advantage product, 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 & Wales or the equivalent in Scotland 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 FORM THE BASIS OF YOUR 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 a Rent Guarantee (Extra or Advantage)

Name

Address

Postcode

Telephone Mobile

Email

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4 YOUR COMPANY DETAILS [To be completed by the Tenant]

Company name Trading name
Registration number Date of incorporation
Title: Mr Mrs Miss Other
Contact name Telephone
Registered address
Post code Period at this address months / years
Company trading address
Post code Period at this address months / years

Please tick here if you are submitting the latest profit and loss accounts with this application

5 ADDITIONAL INFORMATION [To be completed by the Tenant]

Name Position in the company
Who will pay the utility bills: The occupier The company
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 Number Insurance Nationality
Passport Number
Your next of kin (this should NOT be your spouse):
Name
Address
 Postcode
Telephone Relationship

Please complete section 6

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6 ABOUT YOUR REFERENCE [Must be signed by a Company Director or Company Secretary listed on Companies House]

This 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 proceed with this application, you must have the authority to bind the company in your capacity to the company as either a company secretary or as a director.

To complete the referencing process, 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 company's information with them and the agency may record the results of this search. This search may show how the company conducts 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 the company defaults on your rental payments, HomeLet may record this on a centrally held database of defaulting tenants and companies, 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

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 for a tenancy in the future.
I also confirm that I have the authority to bind the company in my capacity as either a company secretary or as a director of the company; and the information I have given is to the best of my knowledge true and accurate.

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 homelet.co.uk/ref-info.

Signed

Position

Print name
in full

Date

(This must be a Director / Company Secretary)