RENTAL APPLICATION

TEMPLETON ROBINSON

Information for all applicants

Templeton Robinson use a company called Homelet to obtain references. Please fill in the relevant sections on the attached form.

An application form must to be filled in for each person wishing to rent the property. (With the exception of married couples who only require 1 application form)

Each completed application should be returned to a Templeton Robinson office along with a £40 non refundable Home let referencing fee.

A guarantor may be required and may have to go through the Home let referencing process. We will notify you if this is a requirement.

Please note there are different forms for students, unemployed persons & 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 _____

HomeLet
TAKING THE RISK OUT OF PROPERTY RENTAL

Individual Referencing

Application Form

Templeton Robinson Ltd

Scheme No. 1504486

Telephone

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 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.

Insight ◯	Enhance ◯	Optimum ◯
Xpress 6 months ◯	Extra 6 months ◯	Advantage 6 months ◯
Xpress 12 months ◯	Extra 12 months ◯	Advantage 12 months ◯

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 (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/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*

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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 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

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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

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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 Data Protection Act 1998 (the "Act")

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.
- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

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 CHEC S 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

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