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APPLICANT'S QUESTIONNAIRE

I wish to apply for the tenancy of:

FULL NAMES OF APPLICANT

Date of Birth Mr/Mrs/Ms/Miss

National Insurance No. **TELEPHONE** Home

PRESENT ADDRESS Work

..... Mobile

..... Fax

Post Code..... E-Mail

1. FULL NAMES, DATE OF BIRTH & RELATIONSHIP OF ALL OTHER RESIDENTS FOR THE PROPERTY (SPOUSE/PARTNER, CHILDREN ETC.)

.....

- 2. Will the property be your main/principle residence? YES/NO
- 3. Have you ever been refused accommodation? YES/NO
- 4. Are you a Smoker/Non-Smoker? SMOKER/NON-SMOKER
- 5. Do you have any criminal convictions? YES/NO - If YES, please give details on a separate sheet
- 6. What date are you hoping to move by?
- 7. How long do you expect you will stay at the property?
- 8. Do you have any pets? If so, please give details

DECLARATION: I confirm that I have read the attached Information Sheet and fully understand the contents therein and the charges I am liable for. I also understand that any offer of a property is subject to references.

Signed.....

Date.....

For further information on renting a property please visit:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/358454/How_to_Rent-_The_Checklist_for_Renting_in_England_FINAL_V5_Links_update_Sept_2014.pdf

Balfours LLP

tracygregory@balfours.co.uk

Scheme No. 1503934

Telephone 01743 277069

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 sections 4 overleaf and pass to the tenant to complete sections 4.1-10

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4 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

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

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 letting agent/ landlord/ managing agent of your current address.

Name

Address

Postcode

Telephone Evening Telephone

Email Fax

Please complete section 7

7 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 Self employed (SA302 / SA100) Benefit / Other

Company Name

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 indicate your average earnings in the last 2 years*

Start Date End Date (if applicable)

*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 in the last 2 years*

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

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

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.

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 Ground 17 of the Housing Act 1996 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.

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 0845 111 2222.

Tenancy application form help sheet

To be handed to applicants when applying for a new rented property

To ensure we can provide a quality service please check the application form is fully completed, signed and legible. Poorly completed application forms will result in delays.

Help us to help you

We appreciate you wish to move into your new home with the minimum amount of fuss. We will do all we can to efficiently process your tenant reference. However, in some instances, employers and landlords (despite our best efforts and daily contact) will delay the process. You can help by contacting them before you apply and asking them to deal with our enquiry quickly. If they require written confirmation - a standard letter is available from your letting agent for you to give to your referee.

Track your application

You can track your application online at any time by visiting homelet-tenants.co.uk and selecting 'Track your reference'. You'll be asked to enter login details. These details will be sent to you by email once your application has been received by HomeLet.

Information you should provide in your application

Residency details

To complete our checks we will check your credit file with our credit information provider, to do this we need you to provide full details of your residential addresses for the past three years, even if addresses are overseas.

Your situation	What you should provide...
I'm currently living in a rented property	The details of the landlord, letting agent or organisation that you pay your rent to should be supplied. If you're aware that your landlord is difficult to contact, please ALSO provide copies of bank statements showing the last six months' rental payments and a copy of your tenancy agreement
I have current, historic or pending adverse credit	You should ensure that as much information is provided as possible on a separate sheet and submit this with your application. Failure to answer this question accurately may jeopardise your application/tenancy

Income details

We need your current employment information. However, if you're changing employment, we will need the details of your future employment.

Your situation	What you should provide...
I am/will be employed by an educational establishment that is closed for holidays	<ul style="list-style-type: none"> If the educational establishment is controlled by a local authority, the full local authority details, along with the name of the school/educational establishment should be supplied in the financial information section provided on the application form. This is along with your position, start date, employee number etc If your employer is not a local authority please provide a copy of the work contract along with copies of your most recent pay slips
I'm self employed and have an accountant/auditor	<ul style="list-style-type: none"> Your accountant's/auditor's details should be supplied where indicated. Please also ensure you've given your consent to your accountant's/auditor's to provide a reference to HomeLet The income figure needs to be stated on the application form in the financial information section. This should be the figure shown as the profit on your last finalised accounts in relation to your self employment. If you have recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section A copy of your last tax calculation issued by H M Revenue & Customs in relation to self assessment should be submitted with your application. Please note a "Statement Of Account" is NOT acceptable. If you submit your details online to H M Revenue & Customs, your tax calculations can be obtained through your online facility with them
I'm self employed and don't use an accountant/auditor	The income figure to be stated on the application form in the financial information section should be the figure shown as the profit on your last finalised accounts in relation to your self employment. If you've recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section
I'm working on a contract/as a temporary member of staff	The details of the company you've secured work through should be provided with the contractual end date of your work placement
I'm retired and my income is derived from pensions	Please submit copy of pension statements that confirm your pension income with your application. You should ensure that contact details for your pension providers are also included
I'm retired and my income is derived from investments (and pension income)	Please provide details of your financial advisor/accountant who can confirm your situation. If you're also in receipt of pension income, please refer to the paragraph above

Data Protection

HomeLet is registered with the Information Commissioner's Office. Your letting agent will only be able to advise the overall assessment we've provided. No additional information will be provided. Your data will be fully protected and no details can be used without your permission.

INFORMATION SHEET

Please read this information sheet carefully as it explains our procedures & all charges payable

Balfours LLP have been instructed to let the property you are interested in and any queries you have should be forwarded directly to us. For your information, prior to entering into any financial commitment, the property has a valid Energy Performance Certificate which is available upon request. Direct contact with the landlord is not advisable as this can lead to a confusion of responsibilities.

Step 1 **REFERENCES:** Attached is an application form which must be completed for each person to reside at the property over the age of 18. Please complete a separate form each in full and return to us. You may not be the only person applying for this property and it is therefore important that you return your forms to us as soon as possible.

If you are successful and the property is offered to you, we will then contact you to take the application fee of £200.00. If the forms are not completed fully, your application will be delayed indefinitely. The application fee will include all administration costs and will secure the property for you whilst references are being taken. We utilise a one-stop credit referencing agency who can provide full reference reports usually within 1 to 2 days of receiving the application, thereby ensuring quick possession of a property where possible. Your application fee will not be refunded should your references fail or should you withdraw your interest. All tenancies are subject to references and contract.

Step 2 **TENANCY:** Once we have received a successful Reference Report, we will arrange a convenient date for you to move into the property and we will prepare the Tenancy Agreement. Should you not be able to confirm this date immediately due to personal circumstances, such as exchange of contracts on a pending house sale, then you will be asked to pay a holding fee equivalent to one month's rent. This will hold the property for one month and, providing you move within that month, this will then be utilised as the first month's rent. If you do not move within the month, you will lose your holding fee and if you wish to continue to hold the property further, you will be required to pay a further holding fee, again equivalent to one month's rent.

The tenancy will be an Assured Shorthold Tenancy Agreement (unless otherwise notified) under Part 1 of the Housing Act 1988 and will be for a term of generally six or twelve months, depending on the property – please request confirmation of this at submission of your application form. Once this minimum term expires, the tenancy may become 'periodic' which means that the terms of the original agreement still stand and there is no need for a new document unless any of the details have changed (you must notify us immediately of any changes, you will be charged £120.00 administration charge if new legal documents are necessary). Your Tenancy Agreement is a legal document and you should be certain that you understand it's contents before agreeing to be legally bound. Please ask for details of anything you do not fully understand and/or take independent advice from such places as the Citizen's Advice Bureau.

Step 3. **MONIES REQUIRED:** As explained above
a) application fee of **£200.00** is payable upon submission of your application form if you are successful
b) one month's rent in advance
c) an amount equal to two month's rent as a Surety Deposit (unless otherwise notified)

All fees must be paid to our office on signing the Agreements. Occupation of a property will not be allowed unless we hold cleared funds.

Step 4 **RENT:** Unless otherwise notified, your rent is payable in advance each month, without any deductions, for the full period of the tenancy. Any late payments or charges for unpaid cheques/returned standing orders will be charged for. We will forward a standing order form for you to sign nearer to the date when you will move in.

Step 5. **SERVICES:** Your property may be subject to a Service Charge to cover such things as a private water supply or sewerage charges, please check with us before you return this form.

Step 6. **SURETY DEPOSIT:** Unless otherwise agreed before we receive your application, your Surety Deposit will be the equivalent of two month's rent and will be held by us in a separate Client's Account under the Tenancy Deposit Scheme, to be held against unreasonable wear and tear and any terms mentioned in your agreement ie unpaid rent etc. Providing the property is vacated in a satisfactory condition, the deposit will be returned to you as soon as possible. PLEASE NOTE interest will not be payable on any monies retained or returned by us on your behalf.

Insurance We will provide you with information regarding Tenant's Liability Insurance for which you will be responsible. If you are arranging or already have your own policy, we will need to see a copy of a valid cover note prior to occupation of the property.

Payments* These can be made by debit/credit card, cash, bank transfer or cheque payable to "Balfours LLP" – please note our company clearance factors are as follows:

<u>Method of Payment</u>	<u>Company Clearance Time</u>
Cash/Bankers Draft	Immediate
Debit/Credit Card*	5 working days
Bank Transfer	5 working days
Personal/Business Cheque	10 working days

*Any payments made by credit card will have a handling fee of 3% added in order to cover processing charges

We hope that this information sheet has been of help to you however if we can be of any further assistance please do not hesitate to contact us.

Proof of Identification

Once you are offered the property, we will contact you to take the Application Fee (listed on the Information Fee). At this time you will also need to submit proof of your identification as follows:

Acceptable documents: (required for ALL occupiers aged 18 years and over)

List A – one ORIGINAL document required

- UK Passport (which may have expired)
- Passport or National ID card of an EEA state or Switzerland (which may have expired)
- Passport or travel document from other countries which has not expired, endorsed to show the holder is allowed to stay in the UK for a limited time
- Various other documents, registration certificates, biometric immigration documents or residence cards as specified in List A of the schedule of the Immigration Act 2014

List B – two ORIGINAL documents required

- Full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland
- UK driving licence (which must be a photo card if issued on or after 1st July 1998)
- Various letters or documents issued by a government department, police force, Her Majesty's forces, Her Majesty's Prison Service as specified in List B of the schedule
- Various letters or documents confirming the holders name provided by a British passport holder Government department, local authority or employer as specified in List B of the schedule of the Immigration Act 2014

All documents supplied must be originals not photocopies.

Please supply us with a self-addressed envelope so that we may return these documents to you.