

BALFOURS LLP
 New Windsor House, Oxon Business
 Park, Shrewsbury, SY3 5HJ
 Tel : 01743 277069
 E-Mail : lettings@balfours.co.uk
 Web Site : www.balfours.co.uk

APPLICANT'S QUESTIONNAIRE FORM

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

Due to legislation, we will need to see ID in the form of a Passport for ALL of the occupants who will be residing in the property (including anyone under the age of 18). If you did not take your ID to the viewing, we will need to see you in our office at a mutually convenient time, if you are interested in applying to rent the property. If you do not have a Passport please telephone us to confirm other acceptable documents. We will be unable to proceed with any applications until we have physically seen all occupiers with ID.

DECLARATION: I confirm that I have read the attached Information Sheet and fully understand the contents therein and the charges I am liable for. All information that I have provided within these forms is accurate & true & if anything is found to be untrue then I accept this may be grounds to not proceed with my application. I agree that the information provided can be passed to any relevant third parties. I also understand that any offer of a property is subject to references and contract and agree for any Notices/Information to be sent via email and/or post.

Signed.....

Date.....

Balfours LLP

CharlotteGeorge@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 note, full rent in advance is only available on Optimum & Enhance: and for Inspire Pro & Inspire in certain circumstances.

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.

Inspire Pro <input type="radio"/>	Optimum <input type="radio"/>	Extra 6 months <input type="radio"/>	*not available for rent over £2,500 pcm
Inspire - Full reference <input type="radio"/>	Enhance <input type="radio"/>	Extra 12 months <input type="radio"/>	
Inspire - Credit check only* <input type="radio"/>	Insight <input type="radio"/>	Xpress 6 months <input type="radio"/>	
Innovate - Monthly payment <input type="radio"/>	Advantage 6 months <input type="radio"/>	Xpress 12 months <input type="radio"/>	
Innovate - Annual payment <input type="radio"/>	Advantage 12 months <input type="radio"/>		

Please complete Sections 2a & 3 if applicable

Scheme No. 1503934

Telephone 01743 277069

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, Wales 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 WILL INFLUENCE OUR ASSESSMENT OF YOUR REQUEST FOR A 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

Signed

Full name

Date

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, Inspire Pro, 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

Scheme No. 1503934

Telephone 01743 277069

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*

Scheme No. 1503934

Telephone 01743 277069

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

Your position

Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

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*

Scheme No. 1503934

Telephone 01743 277069

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

Scheme No. 1503934

Telephone 01743 277069

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 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

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.

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 0330 333 7073.

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 that you wish to move into your new home with the minimum amount of fuss. We'll do all we can to efficiently process your 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'll 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 the 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 as possible is provided 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'll need the details of your future job.

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 isn't a local authority, please provide a copy of the work contract along with copies of your payslips from the past 3 months
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 accountants/auditors 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've 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 copies of any 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.