



INDIVIDUAL REFERENCING APPLICATION

Richmond Property Management

Park Lane House, 3
Elm Grove
MANCHESTER
M20 6PL

Scheme No: 1508742

Tel: 0161 4346666

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 [] Enhance [] Optimum [] Xpress 6 months [] Extra 6 months [] Advantage 6 months []
Xpress 12 months [] Extra 12 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 []
How is Rent Guarantee offered to your landlord? Free of charge [] Separate charge to the landlord [] Included in management fee [] N/A []
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: [] Number of bedrooms: []
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: []
Email: []

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): (inc maiden name) []
Date of birth: [] National Insurance Number: []
Residential status: (please tick one) Property owner [] Council tenant [] Private tenant [] Living with friends/relatives []
Employment status: (please tick one) 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: []

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3. YOUR PERSONAL DETAILS continued	To be completed by the TENANT
Telephone: _____ Mobile: _____ <small>(Inc STD) We may need to contact you when we process your application, please ensure that you provide at least 1 contact number.</small>	
Email: _____	
Nationality: _____ Passport number*: _____ <small>*Required if you have been out of the UK for the last 6 months.</small>	

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? <small>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.</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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: _____	
Email: _____	
<small>Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.</small>	

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 <input type="checkbox"/> Pension administrator <input type="checkbox"/> Accountant <input type="checkbox"/> SA302 / SA100 <input type="checkbox"/>	
Company name: _____	
Address: _____	
Postcode: _____	
Contact Name: _____	
Contact's Position: _____	

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6. YOUR FINANCIAL INFORMATION continued

To be completed by the TENANT

Telephone: Fax:

(Inc STD)

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 term 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):

Will your employment change before the proposed tenancy starts? Yes No If YES, please provide details below.

ADDITIONAL FINANCIAL INFORMATION - 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:

Address:
 Postcode:

Contact name:

Contact's position:

Telephone: Fax:

(Inc STD)

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 term 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):

7. ADDITIONAL INFORMATION

To be completed by the TENANT

Your personal details: Information requested in this box is not required for referencing purposes, however may assist your managing agent.

Marital status: Single Married Divorced/separated Other

Are you a smoker? Yes No Do you have any pets? Yes No

Please detail:

Names and ages of any children who will be occupying the property (use a separate sheet if required):

Your next of kin (this should NOT be your spouse):

Name:

Address:
 Postcode:

Telephone: Relationship:

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8. DECLARATION AND CONSENT

To be completed by the TENANT

Please read the declaration and sign and date below.

This reference is being completed by HomeLet on behalf of your Letting Agent. HomeLet is part of the Barbon Insurance Group Limited. Barbon shall for the purposes of this application form be the Data Controller as defined in the Data Protection Act 1998 (the "Act").

Please read and complete the following declaration statement really carefully, making sure that you tick to say you understand how we're going to use your information. You should also sign and date the form in the space provided because we can't complete your application without this, and that could delay your application for a rented property.

* I understand that the information contained in this application will be retained, stored and used by HomeLet in accordance with the Data Protection Act. I confirm that the information I have provided is true and accurate to the best of my knowledge and agree that HomeLet can verify this through a number of different sources. These sources may include consulting the databases of credit reference agencies, the electoral roll, the Industry Sortcode Directory (ISCD) as well as other sources of information in relation to the details I've provided.

In connection with this application I also understand and consent that:

- HomeLet may contact me using the contact details provided in this application form, for the purpose of completing my reference
- HomeLet may pass on any information I have supplied and the results of any linked verification checks to my 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 may 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 understand that by consulting with a Credit Reference Agency, the Agency will keep a record of this search, and that the results of this search may show how I conduct my payments with other organisations. I also understand that how I conduct the rental payments as part of this tenancy may be disclosed to the Agency and may affect future credit applications. From time to time this information may also be used for debt tracing and fraud prevention. I understand I may request the name and address of the Credit Reference Agency HomeLet use, and that I may apply for a copy of the information they provided to HomeLet.

In order to assess your potential suitability as a tenant we will send limited personal information about you to your nominated referees by email. The information we send will be sufficient for your referee to identify you but will not be excessive, however you should be aware information sent via the internet, by its very nature, cannot be guaranteed to be secure

* I hereby authorise HomeLet to supply my referee/s (including those outside of the EEA) with my personal data to assist them in providing details of my earnings/dates of employment/previous tenancy term (if appropriate) to HomeLet for the purposes described above for the completion of my application for a rented property

I understand that by ticking this box I am giving HomeLet consent to contact me directly by telephone or post, and hereby give them permission to use my information to provide me with details about their services which include specialist insurance for tenants which can cover my liability as a tenant as well as my personal contents

I agree that HomeLet may send me information about their specialist products and services by email or SMS, which may include a personalised quote for specialist Tenant's Insurance, which if I choose to, I may contact HomeLet directly for more information on this and to take out cover

Please note - if you wish to find out more about any of the information sources we access to complete your application, this can be found at www.homelet.co.uk/ref-info. To unsubscribe from any services at any time, please contact HomeLet at unsubscribe@homelet.co.uk

Signed

Name

Dated

*** Please note - if you do not tick the first two boxes, we will be unable to complete this application**

HomeLet is a trading name of Barbon Insurance Group 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.

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 then select 'Your Reference'. We'll send your log in details to your email address as soon as we receive your application. Please note - we're unable to provide details of your application over the phone.



TAKING THE RISK OUT OF PROPERTY RENTAL

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9. ADDITIONAL INFORMATION

To be completed by the TENANT

Empty box for additional information.