



Tel. 01522 568880  
Fax. 01522 549450  
E-mail: [property@harrisonestateagent.co.uk](mailto:property@harrisonestateagent.co.uk)  
Web address: [harrisonestateagent.co.uk](http://harrisonestateagent.co.uk)

17 Guildhall Street  
Lincoln  
LN1 1TR

## GUIDANCE NOTES FOR TENANCY APPLICATIONS

### APPLICATION

- 1) The application form attached should be completed and returned to this office.
- 2) We will discuss your application with the Landlord, if we proceed with your application we will charge an administration fee of **£95.00 inc VAT** per applicant. This fee covers the cost of referencing and also the cost of setting up the tenancy agreement.
- 3) If the proposed tenancy is for more than 1 person, an administration fee of **£95.00 inc VAT** will be charged for any additional application received, an admin fee of **£95.00 inc VAT** will also be charged if a guarantor is required.
- 3(a) The majority of our properties are **strictly no pets**, however, in the circumstances where a Landlord would consider a pet there is likely to be an additional charge to the deposit.
- 4) If the references are not suitable, or you withdraw your application, **NO REFUND WILL BE MADE**.
- 5) To conform with the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2003 we will also require you to bring in two forms of ID, one of which should be photographic (driving licence or passport) and the other should be a letter showing your current address (a utility bill, bank statement or Council Tax letter would all be acceptable forms of identification).

### INITIAL PAYMENTS

- 6) Assuming your application is successful, we will contact you to arrange a time for you to come into the office **PRIOR** to your tenancy commencement date to pay your first months rent and dilapidation deposit monies, together with signing your Tenancy Agreement. These monies, however, must be **CLEARED FUNDS** on the day your Tenancy Agreement commences, so please note if you wish to pay these monies by cheque, we will require 7 working days for clearance, **AND OCCUPANCY WILL ONLY BE GRANTED UPON CONFIRMATION OF CLEARANCE**. Please confirm with ourselves if you are unsure on the above.
- 7) A suitable date will have also been arranged for the 'Check In' appointment whereby we will meet at the property to agree the Inventory of Contents and Schedule of Condition, together with confirming utility meter readings. **IT IS AT THIS STAGE WHEN YOU WILL BE GRANTED THE KEYS TO THE PROPERTY.**

- 8) **The Tenancy Agreement** - This is a **LEGAL DOCUMENT** and there are certain specific requirements/stipulations contained within its contents. If you are unsure about any points relating to the Agreement, please consult a member of the Lettings Department. Any breach of the agreement **COULD LEAD TO YOUR EVICTION FROM THE PROPERTY.**
- 9) **Rental Payments** - These must be paid monthly **IN ADVANCE** on your rent due date, by Standing Order. In case of joint tenancies, only one whole payment will be accepted. If your rent is not received on the due date and we are required to contact you for payment, whether by telephone, letter, fax or e mail we reserve the right to make an administration charge of **£5.00 inc VAT**. This fee will increase to **£10.00 inc VAT** for any subsequent reminders.

At the end of your tenancy you are responsible for contacting your bank to cancel the Standing Order. If we receive your rent payment when it is not due we reserve the right to charge an administration fee of **£15.00 inc VAT**.

- 10) **Utilities** - At the 'Check In' appointment, meter readings are confirmed and agreed with you. We will then notify the relevant suppliers of these readings and of your occupancy. You will need to advise them when you vacate. Any further documentation will be your responsibility. **YOU MUST INFORM US IF YOU WISH TO CHANGE THE UTILITY SUPPLIERS.** Telephone connection and Television License are both your responsibility.
- 11) **Council Tax** - We will inform the relevant Local Authority of your occupancy, however, payment of Council Tax is your responsibility.
- 12) **Mail** - Harrison Estate Agents shall hold **NO RESPONSIBILITY** for the forwarding of your mail after your vacation. You should arrange this with the Post Office.
- 13) We may, from time to time, need to give your contact details to our contractors for them to arrange an appointment with you for necessary repairs/gas safety inspections etc.

*The minimum period of the initial tenancy is for **FIXED TERM of SIX MONTHS**. After that date, the tenancy will continue on a Statutory Periodic Tenancy, whereby you have the option to give **ONE MONTHS NOTICE**, which must coincide with your rent period, to terminate the agreement. For example if your rent is due on the 15<sup>th</sup> of a month your rent period will be the 15<sup>th</sup> to the 14<sup>th</sup> of the following month, you must therefore give notice by the 15<sup>th</sup> of a month to leave on the 14<sup>th</sup> of the following month. If you wish to leave at the end of the fixed term, we will require you to give one calendar months notice, served at the 5 month point (or before) of your fixed tenancy term. If you wish to stay at the property, and would like to sign for another fixed term, with the Landlords prior consent, this can be arranged. If for any reason you have to leave the property before the end of a fixed term tenancy, **YOU WILL BE LIABLE FOR THE RENT** up to the point of the house being re-let, or the end of your fixed term. Should the property be re-let during the fixed term period, **YOU WILL BE REQUIRED TO PAY THE LANDLORDS RE-LET AND ADMINISTRATION FEES**. The Landlord can terminate the tenancy agreement at the six month date, or end a Statutory Periodic Tenancy agreement by serving **TWO CALENDAR MONTHS NOTICE**. Please confirm with ourselves if you are unsure on the above.*

**APPLICANTS – PLEASE DETACH THESE NOTES AND KEEP FOR YOUR RECORDS / INFORMATION.**

Regulated by RICS



Harrison Estate Agents

lettings@harrisonestateagents.co.uk

Scheme No. 1511412

Telephone 01522 568880

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](http://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 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 earnings from the last year*

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 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

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

**If you are a private tenant are you currently in a fixed term agreement** Yes  No

If yes you will need to speak to your Landlord as they may not release you from your obligations under that particular tenancy agreement.

Have you had any criminal convictions?  Yes  No

**Post Tenancy Contact Details (where you can be contacted once the tenancy has finished)**

<b>Address</b>		
<b>Post Code</b>		

**Tenancy Deposit – If the deposit is not being paid by the applicant(s) please complete the details of the person(s) paying the deposit on your behalf**

<b>Full Name</b>		
<b>Address</b>		
<b>Post Code</b>		

**Please ensure you have completed all sections, signed and dated your application.....**

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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](http://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](mailto: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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