



HOLLAND
BROADBRIDGE

Agriculture House, 5 Barker Street
Shrewsbury, Shropshire. SY1 1QJ
01743 357000 sales@hbshrop.co.uk
lettings@hbshrop.co.uk
www.hbshrop.co.uk

APPLICATION FORM FOR RENTED ACCOMMODATION

NAME OF PROPERTY APPLIED FOR _____

FULL NAME _____ **AGE** _____

ADDRESS _____

_____ **POSTCODE** _____

Phone (H) _____ **(W)** _____

(M) _____

EMAIL _____

OCCUPATION _____

DATE PROPERTY REQUIRED _____

DO YOU HAVE ANY PETS? YES/NO

HOUSING BENEFIT? YES/NO

If yes, are you claiming part or full Housing Benefit? _____

HOW LONG DO YOU WISH TO RENT THE PROPERTY FOR?

6 months only [] 6-12 months [] 2 Years+ []

HOW DO YOU WISH TO PAY THE RENT?

Monthly [] 6 months in Advance []

DO YOU HAVE ANY SPECIAL REQUIREMENTS? If yes, please state below

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TERMS AND CONDITIONS

- Acceptance or refusal of an application at any time is at the sole discretion of the Landlord or Agent
- All tenancies are based on an Assured Shorthold Tenancy and will be for a period of 6 or 12 months
- Should an applicant withdraw their application after a holding deposit (equivalent to one week's rent) has been received the deposit will be **non-refundable**
- All surety deposits, equivalent to five weeks rent, will be protected under the Deposit Protection Service, My Deposits or The Dispute Service
- Applicants who bank with Lloyds Bank, The Royal Bank of Scotland and Halifax are asked to supply three months of their latest bank statements in lieu of a bank reference. These are to be provided on applying for a property
- A valid form of ID (passport, driving licence or VISA when required) must be provided when applying for a property

I agree to the above Terms and Conditions

Name: _____

Signature: _____ Date: _____

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Authorisation Form

Dear Sir or Madam,

I _____ hereby authorise
you to release to Holland Broadbridge information relating to my
employment, income or current/ previous tenancies as requested.

I would be grateful if you could please respond promptly to
facilitate processing of my application for rented accommodation.

Thank you

Yours faithfully

Signed _____

Name _____

Date _____

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Prospective Tenant Information

Section 1 – Personal Details

Title _____ Name _____

Previous Name (s) _____

Date of Birth _____ National Insurance Number _____

Nationality _____ Have you been a resident of the UK the last 9 months? YES/NO

Tel _____ Mobile _____

Email Address _____

Current Address _____

_____ Postcode _____ Time at Address _____

Status (please circle): Owner / Council Tenant / Private Tenant / Family or Friends / Occupational

Reason for Move _____

Previous Address _____

_____ Postcode _____ Time at Address _____

Previous Address Continued _____

_____ Postcode _____ Time at Address _____

Section 2 – Landlord/Letting Agent Details

Landlord / Agency Name _____

Address _____

_____ Post code _____ Tel _____

Email _____

Section 3 – Income Details

Status (please circle): Employed / Self-Employed* / Fixed Contract / Temporary Contract / Zero Hrs /
Maternity / Retired / Private Means / Unemployed / Student

Company/Agency Name _____

Contact Name _____ Address _____

_____ Post code _____ Tel _____

Email _____



Section 3 Continued

**** If you are self employed please complete section 4****

Gross Basic Salary/Pension Per Annum £ _____ Gross Commission Per Annum £ _____

Other Income (Benefits) £ _____ Position Held _____

Employment Start Date ___/___/___ Payroll, Service, Pension No _____

Is the position (please circle) Full Time / Part Time Permanent? YES / NO if no, end date _____

If you have a guarantor who is making a contribution towards your rent please state the monthly contribution here £ _____

Are you aware of any reason why your employment may change within the next 6 months? YES / NO

If yes please supply details (continue on a covering letter if required)

Section 4 – Accountant Details

Practice Name _____

Address _____

_____ Post code _____ Tel _____

Email _____

IF YOU COMPLETE YOUR OWN SELF-ASSESSMENT TAX RETURNS PLEASE ENCLOSE A COPY OF YOUR LAST YEAR'S TAX RETURNS ON APPLICATION

Section 5 – Future / Previous Employment

Company/Agency Name _____

Contact Name _____ Address _____

_____ Post code _____ Tel _____

Email _____ Start Date ___/___/___ End Date ___/___/___

Gross Basic Salary/Pension Per Annum £ _____ Gross Commission Per Annum £ _____

Other Income (Benefits) £ _____ Position Held _____



Section 6 – Bank Account Details

Bank / Building Society _____

Address _____

_____ Post code _____ Tel _____

Account Name _____ Account No _____ Sort Code _____

Section 7 – Next of Kin Details

Name _____ Relationship _____

Address _____

_____ Post code _____ Tel _____

Section 8 – Additional Occupants over 18 and not being referenced

Name _____ Relationship _____

Tel _____ Email _____

Name _____ Relationship _____

Tel _____ Email _____

Name _____ Relationship _____

Tel _____ Email _____

Section 9 – Additional Information

Ages / Sex of Children _____

Do are any of the occupant's smoke? YES /NO

Please list any pets _____

Are you aware of any adverse credit history (including and CCJ's, IVA's or bankruptcies within the last 6 years)? _____

We also require proof of ID i.e. passport/ driving license /visa and 3 months' worth of bank statements.

Additional Financial Information

Your reference will be completed by Let Alliance on behalf of your agent. Let Alliance will consult with a number of sources to verify the information provided by you, including a licensed credit reference agency, ID verification sources and any referees you have provided.

By completing and submitting this application you confirm the following:

- The information you have provided in this application is true to the best of your knowledge
- You are happy for Let Alliance to complete the required checks, the results of which may be accessed again if you apply for a tenancy in the future.
- You are happy for Let Alliance to contact your referees (including those outside the EEA), with personal information you have provided in this application, to allow them to verify the information about your earnings, dates of employment and previous tenancy.

About your reference

The information you provide will be held by Barbon Insurance Group Limited and used for the administration of your referencing application. By providing this information you're confirming you give permission for Barbon Insurance Group Limited to use and store it.

- Let Alliance 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 2018.
- Let Alliance may pass on any information you supply to your prospective landlord and/or letting agent, including the results of any linked verification checks.
- Let Alliance will share your information with credit reference agencies for search purposes. The credit reference agency will record the results of this search. This information will also be used for debt tracing and fraud prevention. The credit reference agencies will record and retain our enquiries and will leave a footprint, but this does not affect your credit rating. The credit reference agencies may check your details against any particulars on any database (public or otherwise) to which they have access in order to verify your identity. They may also use your details in the future to assist other companies for verification purposes.
- If you default on your rental payments, Let Alliance may record this on a centrally held database. This could affect any future application for tenancy, credit, or insurance.
- Let Alliance may use debt collection and tracing agents to trace your whereabouts and recover any monies owed to Let Alliance.

When requesting access to your consumer credit report we are using Article 15 "Right of Access" rather than consent to share this data. We are using an Article 15 request (as clarified by Section 13 of the DPA2018) as the consumer's credit report is not being provided by the consumer, it is data which is already processed by the credit reference agency to which the consumer is seeking access.

You can request removal of consumer credit report data at any time, but where we have used it to provide a report to landlord or agent, we may have to retain it for some time as outlined in our retention policies.

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 <https://www.letalliance.co.uk/privacy-policy/>.

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. If you'd like to find out more about any of the information sources we access to complete your application, please visit <https://www.letalliance.co.uk/privacy-policy/>. You can also find out more about the referencing process on <https://www.letalliance.co.uk>. I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I have read and agree to be bound by the above terms.

Signature of applicant

Full Name

Date (DD / MM / YYYY)

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Keeping you informed

- Yes** - Let Alliance is a PIB Group company. We will update you throughout the referencing process to keep you informed on progress. We'd also love to contact you, to tell you about our range of products and services for tenants, but if you'd prefer not to hear from us then please leave the box unchecked.
- Yes** - We partner with trusted third parties to get tenants the best deals on Telephony, Broadband and TV. To make your life easier, we'll send them your contact details so that they can get in touch and run through the latest deals with you.
- Yes** - Need help moving? With nationwide availability, unbeatable prices and free cancelations, let AnyVan take the stress out of your removals. If you would like a free instant quote, please check the box.