

## Individual Application Form

Agent Name	Parkers Lettings Ltd (Southampton)	1 Salisbury Road Arcade
Agent Number	1504536	Totton
Agent Tel	02380 868578	Southampton
Agent Fax	02380 660771	SO40 3SG



This form can be used by letting agents who are vetting an applicant prior to the letting of a property. Sections 1 - 3 should be completed by the agent, all other sections should be completed by the applicant.

Please complete this application form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Failure to complete this form in full will **severely delay** the processing of this application. Incomplete forms will be returned. If you have any questions when completing this form then please contact the PARKERS team on 023 8086 8578

### Section 1

Please select which product you require. Once selected please check the sections to be completed and proceed to fill them out. **Please select only one product.**

(To be completed by PARKERS)

#### Product Selection

Product		Sections	Product	6 Month Product	12 Month Product	Sections
Credit Profile Plus	<input type="checkbox"/>	Complete sections 1,2,4,5,7,8	Xpress	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,7,8
Comprehensive Plus	<input type="checkbox"/>	Complete sections 1,2,4,5,7,8	Extra	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,7,8
			Advantage	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,4,5,7,8
			International Extra	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,7,8
			International Advantage	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,7,8

### Section 2

Please provide the address details of the property to be let including the address, share of rent, tenancy type and duration. The information you provide in this section is used in the reports that are generated for the landlord, so it is important that the information is correct.

(To be completed by PARKERS)

#### Property Address

House/flat name:

Street name:

City/town:

County:

Postcode:

Total rent for the property: £  Is this a student property? Yes  No

Share of rent for this applicant: £  Expected tenancy start date:

Total number of tenants to be referenced for this property:  Duration of tenancy (months):

Is the tenant paying the rent in advance? Yes  No

If yes, do you require HomeLet to obtain financial references? Yes  No

If the applicant is employed by the MOD or Police Force, has the Warrant / ID card been seen? Yes  No

(If yes please provide your name)

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### Section 3

(To be completed by PARKERS)

If you have selected a rent guarantee product (Xpress, Extra or Advantage) please provide full details of the prospective landlord.

#### Prospective Landlord's Information

First name

Last name

House/flat name/number

Street name

City

County

Postcode

Telephone (inc STD)

Mobile phone

Email address

### Section 4

(To be completed by the tenant)

Please complete this form in full, ensuring all information is accurate. Inaccurate information could affect your credit rating and may adversely affect any future applications you make for credit.

#### Applicant Personal Information

Title (tick as appropriate) Mr  Mrs  Miss  Ms  Other

First name

Middle name

Last name

Maiden name/other names

Date of birth

Telephone (inc STD Code)

Mobile phone

Email address

Nationality

How long have you lived in the UK? More than 6 months  Less than 6 months

National insurance number

Passport number\*

Sort code\*  Bank account number\*

\*Required if you have been out of the UK for the last 6 months.



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### Section 4 continued

(To be completed by the tenant)

If you are a Private Tenant, Council Tenant, Student Tenant or living in accommodation provided with your employment then we need to contact your landlord/agent to obtain a reference, please provide contact details below. This must be the person/company that you pay your rent directly to.

**Second Previous Address** - Enter this information if you have lived at your current and first previous address for less than 3 years otherwise leave blank.

House/flat name/number	<input type="text"/>
Street name	<input type="text"/>
City / town	<input type="text"/>
County / country	<input type="text"/>
Postcode	<input type="text"/>
Period at this address	Years <input type="text"/> <input type="text"/> Months <input type="text"/> <input type="text"/> Tick if overseas <input type="checkbox"/>

### Current Landlord Details

Private landlord <input type="checkbox"/>	Letting agent <input type="checkbox"/>	Employer <input type="checkbox"/>	University <input type="checkbox"/>	Council tenant <input type="checkbox"/>
Company name	<input type="text"/>			
House/flat name/number	<input type="text"/>			
Street name	<input type="text"/>			
City / town	<input type="text"/>			
County / country	<input type="text"/>			
Postcode	<input type="text"/>			
Telephone inc STD (Day)	<input type="text"/>			
Telephone inc STD (Evening)	<input type="text"/>			
Fax number	<input type="text"/>			
Email address	<input type="text"/>			



Providing an email address or fax number could result in a quicker response from your referee.

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### Section 5

(To be completed by the tenant)

Please tell us about your annual earnings so that we can check your suitability to rent this property. Please select one of the following referee types and provide their contact details below. Please provide full contact details of who we need to contact, including their name, telephone / fax numbers and email addresses. Failure to provide gross annual income will prevent us contacting your referee.

### Financial Information

#### Current Employer | Pension Administrator | Accountant

Is this your:

Current employer\*  Pension administrator  Accountant

\*Required if you have been out of the UK for the last 6 months.

Company name

Building name/number

Street name

City / town

Postcode

Contact name

Contact position

Telephone (inc STD)

Fax

Email address

 Providing an email address or fax number could result in a quicker response from your referee.

Your position / job title

Is this position

Permanant  Contract  Contract term (Months)  Hours per week

Payroll / pension number

Salary / income per annum

£  Hourly rate £


Start date

Hours worked

Will your employment change before the tenancy starts? Yes  No

End date (if applicable)

If you have been in this position for less than 6 months, please provide details for your previous employer on the next page. If you were not employed before the start of your current employment then please tick this box.

 Your financial information is critical; please ensure that you provide as much information as possible. Failure to provide sufficient information will delay us from being able to confirm your financial status and will delay the start of the tenancy.

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### Section 5 continued

(To be completed by the tenant)

If you have a previous, future or additional employer, please indicate which one applies to you and provide as much contact information as possible.

#### Employer | Second Pension Administrator

Is this your:      Previous employer     Second employer     Future employer     Pension administrator

Company name

Building name/number

Street name

City / town

Postcode

Contact name

Contact position

Telephone (inc STD)

Fax

Email address

Your position / job title

Payroll / pension number

Salary / income per annum    £     Hourly rate £

Start date        Hours worked

End date (if applicable)

### Section 6

(To be completed by the tenant)

Please indicate in the relevant section if you are sending any additional supporting documentation with your application form. This way we can ensure we have received all documentation and we can contact you immediately if we have not received all of your documents fully to avoid any delays in completing your application.

#### Additional Information

Please indicate if you are attaching any of the following additional information with this application:

Bank statements	<input type="checkbox"/>	Pension statements	<input type="checkbox"/>	Other (Please provide details below)
Self assessment forms	<input type="checkbox"/>	Tax credits	<input type="checkbox"/>	<input style="width: 100%; height: 40px;" type="text"/>
P60	<input type="checkbox"/>	Passport/Visa	<input type="checkbox"/>	

Use this space to provide any additional information that will assist us when processing your application such as address history or employment details. If you run out of space, please use a separate sheet.

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### Section 7

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT COMPLETE THIS SECTION.

(To be completed by the tenant)

#### Declaration

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I confirm and agree that other information and checks that HomeLet and/or other companies within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that HomeLet utilise the services of Credit Reference Agencies, and I consent to HomeLet checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to HomeLet and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

I hereby authorise my employer / accountant / pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to HomeLet for the purposes described above.

Signed

Print name in full

Date

The details you provide will be held by HomeLet and the letting agent and may be used to keep you up to date on our products and services and those of Hanover Park Services Limited, Barbon Insurance Group and other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box

HomeLet is a trading name of Barbon Insurance Group Limited and Hanover Park Services 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. Hanover Park Services Limited is registered in England number 4194617. Registered office address 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX.



To avoid delays to your tenancy, please make sure that you have fully completed this form before submitting it to your letting agent. Incomplete forms will be returned and will not be processed.

Don't forget to let your referees know that HomeLet will be contacting them to provide a reference.



Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

#### The application process

Each applicant over the age of 18 will be required to complete an application form and provide us with proof of identification and address (i.e. driving licence / passport and utility bill). A tenancy setting-up fee of £250 plus VAT (total £293.75) is payable on application. This is per property, not per person and is payable in cleared funds (i.e. cash, or card. (2% surcharge applies to credit cards.) On receipt of this and the completed application form, the property is held for you, subject to references.

Generally speaking applicants must be in permanent employment or be of independent means (i.e. pension income or savings). Applicants must also have a clean credit history. If you have any doubts about this please speak to a member of staff before paying your setting up fee. *It is important to note that the setting up fee is strictly non-refundable.* Once we have completed our credit checks and references, we will write to you to confirm the details of the tenancy, subject to contract.

#### Paying your rent

Rents are generally paid monthly in advance and must be received on your rent due date (i.e. the day of the month on which your tenancy started). Rents are paid strictly by standing order only, three days before the rent due date, in order that it is received by us in time. It may be possible to adjust your rent due date to coincide with a pay date, for example. An administration charge of £25.00 plus VAT will apply to all payments received by Parkers, not by way of standing order. A standing order is an instruction from you to your bank, over which we have no control. We do not request or ask for the money from your bank, it is paid to us on your authority contained in the standing order mandate. It is important to cancel the standing order mandate when you leave the property. Your deposit cannot be used in lieu of the final months rent. Payments received to your account will be applied strictly in the following order: Agents fees incurred, rent due, dilapidations, outstanding utility or local authority bills.

#### The start of your tenancy

On the day of moving, or before prior arrangement, you will be required to attend the office to sign your tenancy agreement, etc. All applicants over the age of 18 will be required to sign the tenancy agreement and any notices. Your first months rent, deposit and deposit protection premium are payable at this time. We will write to you to confirm how you should pay this. We will also ask you to sign a standing order mandate for payment of subsequent months rent. Where a joint account is not held, please nominate one account from which all the rent can be paid.

#### Inventory

You will be asked to sign an inventory on move in. You must notify us in writing of any changes you wish to make to the inventory within seven days. The inventory is the only definitive guide to any items being left in the property. Parkers cannot accept any responsibility for the inclusion or exclusion of any item unless specifically confirmed by us in writing. When you viewed the property, some items may belong to the current tenant and may, therefore, not be included in the rental.

#### Fees and charges

Parkers believe in being up-front with our ongoing fees and charges. All fees are subject to VAT at the prevailing rate:

Setting up fee (Max 2 applicants), £250.00	Each additional applicant, £100.00	Renewal of tenancy, £125.00
Late payment of rent, £35.00	Refund of rent overpayment, £35.00	Failure to attend inspection, £35.00
Deposit protection insurance, £50.00	Early release of tenancy, £one months' rent	Refundable check out charge, £200 (see notes below)

#### Renewal of your tenancy

On signing your tenancy, you are permitted to stay for the agreed period, usually six months (assuming no breach of tenancy has occurred). It may be possible to renew the tenancy for a further six months and we will write to you around six weeks before the end of your tenancy to ascertain whether you would like to renew. If not, then your tenancy will expire at the end of the agreed term and you will be required to vacate. All individual tenancies are on an Assured Shorthold basis, unless otherwise specified. Parkers reserve the right to display a 'let by' board at your property upon renewal of tenancy. On the signing of this application, you agree to us doing this.

#### Inspections

We inspect all our properties every quarter and will notify you in writing of a proposed time and date well in advance. You are not required to attend, but you may, of course, do so if you wish.

#### Maintenance and any problems

We pride ourselves on providing tenants with an efficient and professional service. Any maintenance or problems must be reported to us first. Under no circumstances may you undertake remedial or repair work or instruct a contractor so to do. Parkers will not be responsible for any non-authorised work. The 1988 Housing Act requires you to act in a 'tenant like' manner, changing light bulbs, fuses or minor repairs which you can compete competently and with little or no cost.

#### Decoration

Please do not decorate or make any non-reversible change to your property without obtaining written permission from us. Likewise, please refrain from using any wall fixings, etc without speaking with us first. It is quite likely that the landlord will permit this, but please call us first!

#### Maintaining the garden

You are contracted to maintain the garden to an acceptable standard. The landlord has no responsibility to supply garden tools, but quite often will do so.

#### The end of your tenancy

At the end of your tenancy, please ensure that the property is thoroughly cleaned, paying particular attention to cookers (if supplied) and toilets! Also ensure that any supplied furniture is returned to its' correct home. The keys should be returned to the office, in a clearly labeled envelope (if after hours) by midnight on the day of expiry. Please also provide a forwarding address for the return of your deposit.

#### Refundable check out charge

The check out charge will be refunded to you in full, after any cleaning costs or outstanding fees and charges have been met. VAT is not payable on the refundable check out charge.

#### Return of your deposit

Your deposit will be refunded by The Deposit Protection Service, under their published terms and conditions. For further information please see: [www.depositprotection.com](http://www.depositprotection.com).

#### Tenant's mandatory contents insurance

It is a condition of tenancy that the tenant holds insurance that the Landlord or Parkers consider adequate to protect the Tenant's personal possessions and accidental damage caused to the furniture (if any), fixtures and fixings at the property. The Tenant must provide Parkers with a copy of his current insurance certificate prior to the commencement of the tenancy detailing the cover held, the name and address of the insurer, the policy number and the date of renewal.

Signed \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Tenant's Copy**

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Signed \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Copy to be returned to Parkers**