



HOME  
FINDERS

Homefinders (Devon &  
Somerset) Ltd  
4 High Street  
Cullompton  
Devon  
EX15 1AA

Registered In England – 04640120

Telephone: 01884 33094  
FAX: 01884 33092

[www.homefindersdevon.co.uk](http://www.homefindersdevon.co.uk)  
[lettings@homefindersdevon.co.uk](mailto:lettings@homefindersdevon.co.uk)

## TENANT APPLICATION FORM / REFERENCE FORM

*It is mandatory to complete the whole form. Please use black ink and capital letters.*

### Property details (to be completed by the landlord / letting agent)

Property address

Property type ☐ Flat ☐ Bungalow ☐ Terraced house  
☐ Detached house ☐ Semi-detached house

Content ☐ Un-furnished ☐ Partly furnished  
☐ Fully furnished

Number of tenants moving into the  
property

Proposed tenancy period  
months

Proposed tenancy start date  
(dd/mm/yyyy)

Rent for this property per calendar month  
£

Applicant's share of rent per calendar  
month  
£

Will this be the only or principle home of at  
least one tenant?  
☐ Yes ☐ No

### Tenant identification (to be completed by the landlord / letting agent)

Has proof of residency been copied and put on file?  
(Proof of residency means 2 original and different documents such as bank statement,  
utility bill, council tax bill, telephone bill etc. with the applicant's name and current  
address on. The documents must not be older than three months, or the most recent  
version if issued less frequently, when this application is made.)  
☐ Yes ☐ No, specify

Has a certified and signed copy of a driving licence and/or passport  
and/or other valid personal identification been put on file?  
☐ Yes  
☐ No, specify

### Tenant applicant details (everything below to be completed by the prospective tenant)

Title

All forenames

Surname(s)

Also known as

Marital status

Any previous surnames

Date of birth  
(dd/mm/yyyy)

Email address

Who will be funding the deposit?

Telephone home

Telephone mobile

Telephone work

Telephone other

Nationality

Passport number

UK National Insurance No.

VISA or other resident permit  
(if applicable)

Please provide the address of any other UK property you own jointly or on your own.

Do any of the applicants enjoy  
diplomatic immunity?  
☐ Yes ☐ No

<p>Current address:</p>          <p>Reason for leaving:</p>          <p>Time at address (x years/ x months):</p> <p>Status at current address</p> <p> <input type="checkbox"/> Tenant (private)    <input type="checkbox"/> Tenant (council)    <input type="checkbox"/> Owner  <input type="checkbox"/> Living with friends    <input type="checkbox"/> Living with family  <input type="checkbox"/> Other, please specify         </p>	<p>Previous addresses the last 3 years including status at each address and reason for leaving</p>                      
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<b>Next of kin</b> (a relative, employer, close friend etc.)
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Forenames and full surname(s) (not a joint tenant)	Telephone	Address (not the property address)

*May we use this address and your other details above, as post tenancy contact details?*

☐ Yes    ☐ No    *If not, please complete post tenancy contact details below.*

Post tenancy contact details
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<b>Personal references</b> <i>(must be a person who has known you at least five years)</i>
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<p>Forenames and full surname:</p>          <p>Full address:</p>          <p>Telephone number:</p> <p>Email address:</p>	<p>Forenames and full surname:</p>          <p>Full address:</p>          <p>Telephone number:</p> <p>Email address:</p>
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<b>Please list everyone who will live in the property</b> ( including date of birth for those under 18)(include applicant if required)
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Forenames and full surname(s)	Nationality (to comply with Immigration Act 2014)	Date of birth	Relationship to the applicant (joint tenant, dependant, spouse etc.)	Smoker (yes/no)

<b>Please list any pets that will be kept in the property</b>
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Type of pet (include breed for dogs)	Number (if relevant)	Other relevant information (fully grown, puppy etc.)

## Employment information

Employment type    ☐ Full time employed    ☐ Part time employed    ☐ Temporary / contract    ☐ Unemployed  
☐ Self-employed    ☐ Retired    ☐ Full time student    ☐ Part time student  
☐ Home-maker    ☐ Other, please specify

Job title / occupation

Business name and type of business

Do you need a work permit to work in the UK?

☐ Yes    ☐ No

Employer's / accountant's name and address

Employers landline phone number

Gross annual salary

£

Time in job ( years and months)

Department

Payroll number

Are you in receipt of any other income (if yes, please specify)

Full contact name for employer reference

Please confirm that the person within the company has the authority to provide a reference

☐ Yes

Referee's position and department

Referee's landline telephone number

Referee's email address

Referee's fax number

If less than 6 months in present job, please supply previous employer details, including time in that employment

## Current landlord / letting agent / lender

Full name and address

Amount of rent / mortgage paid  
(per calendar month)

£

Reference number (roll number/  
account no. etc.)

Other relevant information

Full name of contact person

Email address

Telephone landline

Telephone mobile

Fax number

## Bank details

Full name and address of your bank

Branch sort  
code

-   -

Account  
number

Account holder's name

Overdraft facility
<input type="checkbox"/> Yes <input type="checkbox"/> No

Overdraft limit
£

If currently overdrawn, how much?
£

**Other financial commitments** (car purchase, maintenance to former partner, credit card debt etc.)

Name of lender / credit card company	Loan amount / card balance	Monthly payment	Credit card limit	Loan expiry date

**Financial history**

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?
<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify

**Criminal record**

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?
<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify

**Other**

Additional information that may be relevant to this applicant/application

**Tenant declaration**

I hereby confirm that the information I have given in this application form is true and accurate to the best of my knowledge and not misleading.

I confirm that I have been given the opportunity to read the relevant Applicant Privacy notice.

I understand that the relevant information may be used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed.

I understand that the letting agent will use the information provided to make decisions about my application.

This can also mean that if any information is found to be untrue, the application can be declined and I may lose all or part of the holding deposit.

I understand that the information given by credit reference companies will be shared with the letting agent and landlord in accordance with the relevant privacy notice. I understand that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

As part of the legal process of letting a property we may be required to provide you with certain information (the How to Rent guide) prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our environmental impact through unnecessary printing. ☐

The Deadline for Agreement is the date by which the agreement needs to be completed or the Holding Deposit will become refundable unless one of the events listed in Schedule 2 of the Tenant Fees Act 2019 occurs.

It is agreed that the Deadline for Agreement for this tenancy will be

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It is agreed that the holding deposit may be applied to the tenancy deposit or first months rent at the start of the tenancy

Date: .....

Signed by the applicant: .....      Print name: .....

## **PROVING YOUR IDENTITY:**

### **(Money Laundering - Proceeds of Crime Act 2002)**

We now have a legal obligation to obtain proof of identity for any clients who are dealing with us for the first time. This includes ALL Tenants and Guarantors. The legislation is aimed to combat financial crime and protect all parties concerned, from fraud.

### **Giving Us Proof**

***In Branch (preferred method):*** Original documentation can be brought to the branch where we can copy and return them immediately.

***By Post:*** In order to comply with the legislation we require legally certified copies of documents from the list below. To have a document certified, it must be copied by a solicitor, bank manager, doctor or accountant. The name, address and signature of the certifier must be placed into the document together with the date of certification and an official company stamp.

We accept no liability for the loss or return of any original documents and so these should NOT be posted to us.

### **To confirm your Identification:**

- Passport (signed & current)
- Valid Photo-card driving licence (including provisional) (UK or EU)
- National Identity Card
- Valid Armed Forces Identity Card
- Valid Police Warrant card / badge
- Government Agency ID card
- Valid Airport employees security Identity pass
- Citizen Card (proof of 18 + age)
- Current valid EEA Member State ID card
- Northern Ireland Voters Card (with photo)
- Construction Industry Tax Exemption Certificate with photo
- University ID Card
- Known employer ID Card with photo

### **To confirm your address:**

- A driving licence showing the current address.
- A recent (no older than 3 months from date of issue) gas, electric, water, landline telephone bill.
- A recent Council Tax Bill (no older than 3 months from date of issue)
- A letter on headed paper from the personnel/human resources department of the employer confirming current address – this letter must be signed and dated by the payroll department or the financial director and contain the printed name and position of the signatory.
- Documentation confirming the applicant is receiving housing benefit
- A current Postal Bank Statement (online printout not accepted)
- A current TV Licence
- A current Mortgage Statement
- A current homeowner's household insurance policy schedule
- A current Tenancy Agreement

### **Important:**

#### ***The following are NOT acceptable for proof of address:***

Financial Statements (eg. credit card / Documents from HM Revenue & Customs / Letters from Solicitors or Accountants / NHS Medical card / Mobile Phone Bill).

The same document cannot be used to confirm both ID and address. You must provide 2 separate documents.

If you jointly own a property or are applying for a joint tenancy, we will need to confirm the name and address of each of you. If you do not have any of the above please contact the office immediately.

**If you do not have any of the above please contact the office immediately.**

# **General Data Protection Regulations**

## **Privacy Notice**

### **Data Controller**

Homefinders (Devon & Somerset) Ltd  
Registered Office : 4 High Street  
Cullompton  
Devon EX15 1AA

Registered In England - 04640120  
Telephone: 01884 33094  
FAX: 01884 33092

**ICO Registration Number: Z9116198**

### **Your Personal Data**

We will hold and process your personal data for purposes of completing your tenancy application. Your personal data will be shared with our designated credit referencing agency to process the tenancy application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the tenancy application without your explicit consent.

### **Right to Deletion**

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

### **Right to Rectification**

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt

### **Subject Data Access Request**

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 7 working days of receipt.

### **Complaint**

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.

## **DECLARATION / AUTHORISATION:**

I / We are proposing to rent a property through HomeFinders and hereby authorise HomeFinders, 4 High Street, Cullompton, Devon, EX15 1AA Tel No: 01884 33094 Fax: 01884 33092, to seek references / status enquiries to assess my / our suitability as a prospective tenant(s).

I / We hereby authorise my / our Employer's, Accountant, Landlord / Landlord's Agent, Bank or Credit Reference Agency to provide all reasonable information requested by HomeFinders in order to establish my / our suitability as a prospective tenant(s).

I / We understand that all references are provided in confidence and that HomeFinders will not disclose details to anyone other than the Landlord of the concerned property.

Signed .....

Signed .....

Print Name .....

Print Name .....

Date .....

***I / We declare that I / we understand the contents of the 'Application To Rent Form' and that to the best of my / our knowledge the information given is correct and that I / we are over 18 years of age***

## **DEPOSIT DECLARATION**

As we are required to provide the Prescribed Information to all relevant parties to the deposit, please provide details of who paid the deposit. Please provide details of all persons who have contributed towards the deposit:

1. FULL NAME (LEAD TENANT): \_\_\_\_\_

MOBILE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

SIGNED: .....

2. FULL NAME: \_\_\_\_\_

MOBILE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

SIGNED: .....



### 13 - Consent

This section should be completed by the TENANT.

**PLEASE READ 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.**

Your reference will be completed by Rentshield Direct on behalf of your letting agent and/or landlord. Rentshield Direct is part of the Barbon Insurance Group Limited. For the purposes of this application, Barbon Insurance Group Limited is the Data Controller as defined in the Data Protection Act 1998 (the "Act")

In order to complete your application, Rentshield Direct will consult with a number of sources to verify the information, including a licensed credit reference agency.

As a result of the information received:

- 1) Rentshield Direct will pass on any relevant information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- 2) By consulting with a credit reference agency, Rentshield Direct 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 Rentshield Direct use in order to contact them for a copy of the information they hold.
- 3) Rentshield Direct may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Rentshield Direct.

Information may be sent to you and your nominated referees by email. This information will just be sufficient 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 will be grounds to terminate the tenancy agreement.

**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 Rentshield Direct 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 Rentshield Direct 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 income, dates of employment and previous tenancy term.

Signed

Date

Full Name

#### Did you know...

We also offer a range of insurance products and services specifically tailored for tenants. Whether you're looking to insure your possessions that matter most to you, or protect yourself in case you accidentally damage your landlord's fixtures and fittings, we may have a product to suit your needs. We're sure you'll find our prices to be competitive...call us on 0800 035 8255.

If you don't want us to contact you via phone or post about our other services, please tick this box [ ] We will never pass your details on to a third party unless we ask for your express permission. You can unsubscribe from our marketing lists at any time by emailing [marketing@rentshielddirect.com](mailto:marketing@rentshielddirect.com)

Rentshield Direct and other Barbon companies would like to contact you occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit you as a tenant. If you're happy to receive such information, please tick this box [ ]

Confidentiality note: The information contained within this application is being transmitted and is intended only for Rentshield Direct. 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 01626 771300. Rentshield Direct is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority. Registered in England number 3135797.

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