

# Reference application for new tenancy

Tenant name  Surname

Contact number

Email address

Address property applied for

Postcode

Tenancy Term:  6 months  12 months  18 months  24 months

Monthly rent £  Share of rent £

In the event that you (the tenant) proceed to reference stage with this property, HomeLet will assess the information you provide.

As part of our commitment to process your application accurately and efficiently, we use an online application process that removes the need for complicated paper forms.

But, we do need your signature to process your reference.

In most cases referees like employers request a signed copy of this declaration before they release information e.g. length of employment and confirmation of salary.

## 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](http://www.homelet.co.uk/ref-info). To unsubscribe from any services at any time, please contact HomeLet at [unsubscribe@homelet.co.uk](mailto:unsubscribe@homelet.co.uk)

Signed \_\_\_\_\_

Print name in full \_\_\_\_\_

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

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