

1. PROPERTY DETAILS

Property Address			
Tenancy Start Date		Tenancy Period	
Monthly Rent		Number of Tenants	

2. APPLICANT DETAILS

Full Name			Male		Female
Maiden Name		D. O. B			
Marital Status		National Insurance No.			
Home Phone		Work Phone			
Mobile Phone		Email			
Other tenant's names:					

Do you smoke?	Yes	No	
Do you have any pets?	Yes	No	If 'Yes', what type? <input type="text"/>

Your current Address			
Postcode		Time at Address	Years Months

I Currently:	Rent	Own	Live with Friends	Live with Parents	Other
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If you own the property you live in, how much are your mortgage repayments?	£ <input type="text"/>
If you rent the property you live in, to whom do you pay your rent?	Landlord <input type="checkbox"/> Agent <input type="checkbox"/>

Agent/Landlord Name			
Agent/Landlord Phone		Agent/Landlord Email	
Monthly Rent Paid	£ <input type="text"/>	Have you given notice?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Previous Address 1

(if less than 3 years)

Postcode		Time at this Address	Years Months
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I previously:	Rented	Owned	Lived with Parents	Lived with Friends	Other
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If you rented the property, to whom did you pay your rent?	Landlord <input type="checkbox"/> Agent <input type="checkbox"/>		
Agent/Landlord Name			
Agent/Landlord Phone		Agent/Landlord Email	

Previous Address 2

Postcode		Time at Address	Years Months
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3. CHARACTER REFEREE (only complete this section if you are currently living with friends/relatives)

Full Name			
Address			
Job Title			
Work Address			
Home/Mobile Phone		Work Phone	

4 NEXT OF KIN DETAILS (excluding those who will occupy the property with you)

Full Name			
Address			
Home/Mobile Phone		Work Phone	

5. EMPLOYMENT/INCOME DETAILS

Employment Status (Please tick)	Employed	Other	Contract Type	Permanent	Fixed Term
	Self Employed	Student		Temporary	Casual
	Unemployed	Retired		Agency	

If 'Other' Please Specify			
Current Job Title			
Company Name			
Annual Salary	£	Payroll No	
Start Date		End Date (if applicable)	
My position is	Full Time	Part Time	

Please give us the name of the person that can verify your employment details

Full Name			
Company & Job Title			
Work Email			
Phone		Fax	

Secondary Employment			
Job Title		Salary £	
Is it: (please tick)	Full Time	Part time	Start Date
Employer			

6. SELF EMPLOYED/SOLE TRADER APPLICANTS

Are you	Sole Trader		Partner in Partnership		Company director	
Accountancy Practice:						
Contact name:						
Address						
				Postcode		
Email				Phone		

7. ADDITIONAL INFORMATION

Do you have any additional source of income? If so, how much?

Tax credits	<input type="text"/>	Child tax credits	<input type="text"/>	Working Tax credits	<input type="text"/>
DLA	<input type="text"/>	Income Support	<input type="text"/>		
Other (please state)	<input type="text"/>				

Are you aware of any CCJ /Bankruptcy? Yes No

If yes, give details?

Are you aware of any current or pending criminal convictions? Yes No

If yes, give details

Bank details:

Bank name	<input type="text"/>		
Address	<input type="text"/>		
		Postcode	<input type="text"/>
Account Number	<input type="text"/>	Sort Code	<input type="text"/>

I AGREE TO PAY THE REFERENCING FEE BEFORE MY APPLICATION IS PROCESSED AND UNDERSTAND THAT THIS FEE IS NON REFUNDABLE IN THE EVENT THAT MY APPLICATION IS UNSUCCESSFUL

I/We hereby authorize The Letting Group to make enquiries considered necessary to substantiate information supplied on this application. I/We authorize you or your assessment company to disclose any information about me/us and/or my company to any credit reference agency and/or any other tenancy database who may retain a record of such a search. The information is used to help me make credit, insurance rental and property decisions and occasionally for fraud prevention or debtor tracing. Credit searches and other information which is provided to us and/or credit reference agencies, about you and those whom you are linked financially and have associated records with, may be used by The Letting Group and other companies if credit decisions are made about you or other members of your household. I give my permission to take up all necessary references and these may be shown to the Landlord.

I/WE UNDERSTAND THAT NO EXPLANATION WILL BE GIVEN TO ME/US SHOULD YOU BE UNABLE TO ACCEPT ME/US AS A TENANT. I CONFIRM THAT THE INFORMATION SUPPLIED IS TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE.

Print Name	<input type="text"/>
Signed	<input type="text"/>
Dated	<input type="text"/>

8. SUPPORTING DOCUMENTATION

In order for your application to be processed efficiently, we require the following:

If Employed A letter from your employers human resources department confirming your employment
AND/OR your 2 most recent pay slips

If Self Employed Your last 3 years accounts

In all cases 3 Utility bills / Bank statements (1 for each of the past 3 years)
Photographic ID (i.e. Passport/Driving License)
Proof of Benefits (where appropriate)
Proof of other Income (where appropriate)



Tick here to confirm you have given consent to be contacted about Virgin Media Services by phone, email & SMS.

Print Name: _____

Sign: _____

Date: _____



6-7 St Peters Hill
Grantham
Lincolnshire
NG31 6QB

Registration of Tenancy Information

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water supplier and your incumbent energy provider of your move.

We will use software supplied by Tenant Shop to notify all the necessary organizations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

The reverse will happen when you move out.

Broadband & TV

When moving in to your new property you may wish to arrange a Broadband connection & TV package. Our Partner Tenant Shop can offer you exclusive discounts through market leading providers SKY & Virgin Media, and regularly have offers of up to 50% off the standard pricing*

I give permission for Tenant Shop to contact me by phone to provide support and advice on arranging the best TV & Broadband package for my needs

Signed: _____

Gas & Electricity

On moving in to your new property, you will be placed on a standard Gas & Electricity tariff. This tariff is the providers most expensive tariff, Tenant Shop will provide you with a choice of market comparison to find a tariff with a more suitable rate for your property.

I give permission for Tenant Shop to contact me by phone to arrange a more suitable energy tariff

Signed: _____

Tenant Shop

As well as phone Tenant Shop may contact me by: Email SMS

Signed: _____

Tenant Name

Form Completion Date: _____ Tenant Name: _____

Data Protection

Tenant Shop Limited is fully compliant with the data protection act 1998 and is registered with the Information Commissioners Office registration number Z305733 **You can alter your options or opt out at any time by emailing customerservices@mytenantshop.co.uk**

Tenant Shop limited will only use your information for the purposes set out above

*offers subject to availability

Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only.

TS197 Exp03/19



Applicant Privacy Notice

The Letting Group Ltd is committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, The Letting Group Ltd, is the Data Controller, Kevin Studholme is the person responsible for data protection and can be contacted at 29a Duke Street, Darlington DL3 7RX.

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

Consent for data processing

Some of our processing requires your consent. This can be identified in column E on the attached appendix. We would like your consent to carry out this processing.

Are you happy for us to carry out consent based process, as detailed?

This includes:

Adding to our database and software system	Yes	()	No	()
To contact you regarding your application	Yes	()	No	()
To discuss your application and circumstances with the landlord	Yes	()	No	()

How you would prefer to be contacted? Phone () Email ()

Please confirm your preferred contact number or email:

.....

Additionally we may wish to pass your details to third parties offering relevant services. Please indicate if and how you would prefer to be contacted in relation to additional marketing services.

Are you happy to be contacted by the following third parties?

Tenant Shop to assist with utility transfers	Yes	()	No	()
How would you prefer to be contacted?	Phone	()	Email	()

Information held

The personal data we process may include the information in column A of the attached appendix and may also include other sensitive data concerning health, if relevant to your application. Where the provision of data is a statutory, a contractual requirement or a requirement necessary to enter into a contract, a refusal to provide the data may mean that we are unable to provide you with our service.

To ensure that we provide you with the best service possible we will need to collect and retain certain personal data. The data may be collected and processed by those listed in columns B and F. How we source the data is identified in column C. We may source data from 3rd parties or via third parties e.g. Credit referencing company.

Lawful basis of processing

Your personal data will be used for the activities in column D. There are 6 lawful basis of processing your data including consent, a legitimate interest, contract fulfilment, a legal obligation and a vital interest. For each usage of the date the lawful basis of the processing of your data will be identified in column E. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you.

Where we state that we have a legitimate interest, the fact that we have a legitimate interest and what that legitimate interest is, will be stated in column E, e.g. to keep in touch with you during the pre-tenancy process; to seek your consent when we need it to contact you; fulfilling our legal and contractual duties.

Online identifiers, IP addresses and cookie identifiers

Where you visit our website we may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns.

We may obtain information by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site. You can find more information about cookies at www.allaboutcookies.org

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the privacy policy of that website provider. We have no control over that privacy policy or the terms of the website and you should check their privacy policy before continuing to access the site.

Recipients of personal data

It will be necessary for us to process or share all or some of your personal data with a range of individuals, businesses and organisations and these may include those listed in column F.

Where is the data stored?

Your personal data is stored in the way described in column G and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

Retention period and criteria used to determine the retention period

We will retain some elements of your personal data for up to the time defined in column H after the application process. What information can be anonymized will be when no longer required for either contractual fulfilment or a legitimate interest. If the lawful basis for processing your data was consent then you may withdraw consent at any time.

Your rights

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information.

You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible.

You have a right to erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim).

You have some rights to ask us to restrict processing i.e. to block or suppress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

Your right to object

You do have a right to object to further processing of your personal data. We may be required to stop processing unless there is some other legitimate basis of processing such as a legitimate interest or a requirement for the exercise or defence of a legal claim.

Withdrawal of consent

Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to, Kevin Studholme, The Letting Group Ltd at 29a Duke Street, Darlington DL3 78RX or emailing kevin.studholme@thelettinggroup.com.

How to lodge a complaint with the supervisory authority

The supervisory authority responsible for data protection is the Information Commissioners Office (ICO) to whom concerns may be reported by phone on **0303 123 1113** or +44 1625 545 745 if calling from outside the UK, by email using the form on the website ico.org.uk or the livechat function.

A	B	C	D	E	F	G	H
Information held	Who is collecting it	How is it collected	Why is it collected	Lawful basis for processing	Who will it be shared with	How stored	When will it be deleted
Applicant Name & contact details	Staff	Tenant application form	To add to database	Consent	Staff, landlords, software / back up provider	Paper, electronically	Immediately if applicant does not become a tenant
			To be able to contact applicant	Consent	As above	Paper, electronically	As above
			To give to landlord	Consent	As above	Paper, electronically	As above
			To create a tenant record	Consent	As above	Paper, electronically	As above
			To create application process	Consent	As above	Paper, electronically	As above
			Referencing	Consent	Credit check Co., Employer, current landlord, referencing co.	Paper, electronically	As above
			To create Tenancy Agreement	Consent	Staff, landlords, software / back up provider	Paper, electronically	As above
			To carry out Right to Rent checks	Legal obligation	As above	Paper, electronically	As above
			To use on prescribed information	Legal obligation	As above and Deposit Protection Service, and Relevant Person	Paper / electronic	As above
			To offer extra services	Consent	Staff, 3rd party	Paper / electronic	Within a month of the end of tenancy

Applicant Employer information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord	Paper / electronic	Immediately if applicant does not become a tenant
Applicant's current landlord information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, landlord	Paper / electronic	As above
Applicant Next of Kin details	Staff	Tenant application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	As above
Applicant bank details	Staff	Tenant application form	Setting up standing orders	Contract fulfillment	Staff, landlord	Paper / electronic	As above
Applicant's Children details	Staff	Tenant application form	To identify permitted occupiers to include on tenancy agreement	Contract fulfillment	Staff, landlord	Paper / electronic	As above
Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	As above
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	As above
Applicant passport or ID documents	Staff	Photocopy of original, face to face	To comply with right to rent checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office	Paper / electronic	As above