HomeLet™
TAKING THE RISK OUT OF PROPERTY RENTAL

Company

Application Form

Marcus Jordan & Co. Ltd | will@marcusjordan.co.uk

Scheme No. 1501543 | Telephone 01234 714 348

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned.
Once completed, you can enter this application online via **connect.homelet.co.uk** for an instant acknowledgement.

1 PROPERTY TO LET [To be completed by the Letting Agent]

Property Address

Postcode | Total rent per calendar month

How is Rent Guarantee offered to your landlord? Free of charge ◯ Separate charge ◯ Included in Management Fee ◯ N/A ◯

Property Let Type Let Only ◯ Managed ◯ Rent Collect ◯

No. of bedrooms

Property type Detached ◯ Semi detached ◯ Flat ◯ Terraced ◯ Bungalow ◯

When was the property built? (e.g. 1984)

Tenancy term (months) | Number of Tenants | Tenancy start date / /

Is the tenant paying the full rent in advance? Yes ◯ No ◯ **If yes, do you require HomeLet to obtain financial references?** Yes ◯ No ◯

Please complete Section 2

2 PRODUCT SELECTION [To be completed by the Letting Agent]

Please select the service required, TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Enhance ◯ Advantage 6 months ◯

Extra 6 months ◯ Advantage 12 months ◯

Extra 12 months ◯

Please complete Section 3

3 PROSPECTIVE LANDLORD DETAILS [To be completed by the Letting Agent]

Note: This section is only necessary if you have selected a Rent Guarantee (Extra or Advantage)

Name

Address

Postcode

Telephone | Mobile

Email

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. 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 0845 111 2222.

HomeLet™
TAKING THE RISK OUT OF PROPERTY RENTAL

Company
Application Form

Scheme No. 1501543

Telephone 01234 714 348

4 YOUR COMPANY DETAILS [To be completed by the Tenant]

Company name | Trading name

Registration number | Date of incorporation

Title: Mr ◯ Mrs ◯ Miss ◯ Other

Contact name | Telephone

Registered address

Post code | Period at this address: months / years

Company trading address

Post code | Period at this address: months / years

Please tick here if you are submitting the latest profit and loss accounts with this application ☐.

5 ADDITIONAL INFORMATION [To be completed by the Tenant]

Name | Position in the company

Who will pay the utility bills: The occupier ◯ The company ◯

Marital status: Single ◯ Married ◯ Divorced/Separated ◯ Other ◯

Are you a smoker? YES ◯ NO ◯ Do you have any pets? YES ◯ NO ◯

Names and ages of any children who will be occupying the property

National Number Insurance | Nationality

Passport Number

Your next of kin (this should NOT be your spouse):

Name

Address

Postcode

Telephone | Relationship

Please complete section 6

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. 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 0845 111 2222.

HomeLet™
TAKING THE RISK OUT OF PROPERTY RENTAL

Company

Application Form

Scheme No. 1501543

Telephone 01234 714 348

6 ABOUT YOUR REFERENCE [Must be signed by a Company Director or Company Secretary listed on Companies House]

This reference will be completed by HomeLet on behalf of your letting agent. HomeLet 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 1998 (the "Act").

In order to proceed with this application, you must have the authority to bind the company in your capacity to the company as either a company secretary or as a director.

To complete the referencing process, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your company's information with them and the agency may record the results of this search. This search may show how the company conducts 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 HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If the company defaults on your rental payments, HomeLet may record this on a centrally held database of defaulting tenants and companies, and that such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough 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 17 of the Housing Act 1996 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

PLEASE READ AND COMPLETE 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.

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 HomeLet will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.
I also confirm that I have the authority to bind the company in my capacity as either a company secretary or as a director of the company; and the information I have given is to the best of my knowledge true and accurate.

YES ◯ I'm happy for HomeLet 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 earnings, dates of employment and previous tenancy term.

If you'd like to find out more about any of the information sources we access to complete your application, please visit homelet.co.uk/ref-info.

Signed

Position

Print name in full

Date

(This must be a Director / Company Secretary)

CONFIDENTIAL

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia House, Edgewest Road, Lincoln, LN6 7EL

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. 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 0845 111 2222.