



HARPERS

ESTATE AGENTS & VALUERS
LETTINGS & MANAGEMENT

TENANT INFORMATION & APPLICATION FORM

This general information forms part of your application and should be read carefully. Once you have read and understood these notes, please sign the declaration over and proceed to Question 4 on the Premier Homelet application form.

This whole document must be returned with the relevant fee.

REFERENCES - We always take up references on applicants and these will be obtained using the information provided in this application form, which must usually be submitted for each adult who will live regularly in the property. All such adults will normally be named individually on the tenancy agreement and will therefore be fully responsible for the property.

THE APPLICATION FEE - An application fee of £48.00 (inc VAT)* needs to accompany each application form to cover initial administration and reference processing costs. The application fee will not be returned if you withdraw your application for any reason or if, in our landlord's opinion, satisfactory references are not subsequently obtained. It may be refunded however, less any specific costs we have already incurred, if due to unforeseen circumstances the landlord withdraws the property from the market. If a property is withdrawn, at any time, Harpers Estate Agents cannot accept liability for any costs or inconvenience suffered by the applicants.

* Applicants who have been in the UK for less than 6 months may be charged a higher application fee.

ADDITIONAL TENANTS COSTS - We charge each individual, ingoing tenant or guarantor an amount of £92.00 (inc VAT) for further administration and arrangement costs, preparation of legal documentation, inventory etc. This charge is due, and payable along with initial rent, deposit etc, prior to the tenancy commencing.

You will not normally be charged for tenancy checks during the tenancy, nor will you be charged a fee for Harpers Estate Agents to check you out of the property.

If a tenancy is renewed, a charge of £60 (+ VAT) will be made of each individual tenant or guarantor for administration and signing of a new tenancy.

THE TYPE OF TENANCY - The tenancy will normally be an Assured Shorthold Tenancy for a minimum term of six calendar months. All tenants and guarantors will be joint and several liable for the whole of the tenancy agreement.

THE RENT - The rent is payable per calendar month in advance, by Bankers Standing Order.

A DEPOSIT - A deposit, normally equal to one and a half of the monthly rent, will be required to be held, under the terms of the tenancy agreement against damage, dilapidation's, non payment of rent etc, and is returnable, less such deductions, after vacation at the end of the tenancy. We have joined the Tenancy Dispute Service that is supported by the National Association of Estate Agents, the Association of Residential Letting Agents and the Royal Institution of Chartered Surveyors. If there is a dispute over how the deposit should be allocated at the end of the tenancy that we cannot settle, we will be able to refer it to the Independent Complaints Examiner. He will adjudicate within 10 working days of receiving all the necessary papers. If we are providing a Letting Only service to our client landlord, the deposit may sometimes be forwarded on to your landlord at commencement of the tenancy, to be held and dealt with by them upon vacation.

FORMAL CONFIRMATION - Formal confirmation of a tenancy cannot be finally given until satisfactory references have been obtained, we have our clients final consent, all legal documentation has been signed, dated and all monies due have been paid over and cleared. An application may be rejected at any time and no correspondence regarding the reasons for a rejection will be entered in to.

Tramway House
Mill Street
Wantage

Oxfordshire OX12 9AQ
T: 01235 772299

E: wantage@harpers-estate-agents.co.uk

Cornmarket
Faringdon

Oxfordshire SN7 7HH
T: 01367 244445

E: faringdon@harpers-estate-agents.co.uk

Internet

www.harpers-estate-agents.co.uk
www.rightmove.co.uk

Partners

Lee Abigail *F.N.A.E.A.*
Paul Seabrook *F.N.A.E.A.*

Established
1989





YOUR INITIAL ACCOUNT - Your initial account of rent, deposit and balance of any other monies due must be paid prior to commencing a tenancy. This money should be paid by BANKERS DRAFT or BUILDING SOCIETY COUNTER cheque as we are unable to accept these funds in cash. Any cheque or bankers draft should be made out to Harpers Estate Agents. Please note: Personal cheques drawn on a current account, Company cheques or BACS transfer are only acceptable with our specific prior agreement and in such case you should allow at least **7 working days** for the cheque to clear prior to tenancy commencement or you may not be able to move in to a property on the date you wish.

MONEY LAUNDERING ACT - All tenants and guarantors will be required to produce two forms of identity prior to signing a tenancy agreement.

DURING THE TERM OF THE TENANCY - The tenant is required to insure his or her own contents and proof of cover will be required. Harpers Estate Agents can provide quotations of insurance cover on request.

During the term of the tenancy unless specifically agreed otherwise in writing, the tenants are responsible for all utilities/services at the property and this includes gas, electricity, oil, coal, water and sewerage charges, council tax, British Telecom/Other Telecom charges, TV licence and any charges associated with the usage of cable or satellite television.

The tenant is responsible for keeping the property and its contents in a clean and tidy condition, including the regular upkeep of any garden.

The tenant is responsible for replacing "everyday consumables" such as light bulbs, loose screws, fluorescent tubes and starters, vacuum cleaner bags, batteries for doorbells or smoke detectors or remote handsets etc.

The tenant must not carry out any redecoration to the property or put nails in walls etc, without specific written permission of the landlord or agent, nor should he carry out unauthorized repairs, except in an emergency. Under the terms of the tenancy agreement the property and contents must be thoroughly cleaned at the end of the tenancy.

IF YOU LEAVE THE PROPERTY BEFORE THE END OF THE TENANCY - The landlord may still hold you or the guarantor legally liable and responsible for all your obligations, rent, etc under the tenancy agreement. Please contact us at the earliest opportunity if you have a problem or you are unsure of what the required legal procedures are at any particular time for you to give the correct and legally required notice to end your tenancy.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN & DATE THE DECLARATION BELOW.

I hereby confirm that I have read and understood the information contained in these tenant notes and understand that if I withdraw my application or satisfactory references are not obtained for any tenant connected with my application, the application fee will not be returned.

Signed:

Print Name:

Date:

Unemployed / Housing Benefit and Guarantor Application Form

TAKING THE RISK OUT OF PROPERTY RENTAL

Agent Name	Harpers Estate Agents	Tramway House
Agent Number	1502925	Mill Street
Agent Tel	01235 772299	Wantage, Oxfordshire
Agent Fax	01235 760 249	OX12 9AQ



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 / guarantor.

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 HomeLet Referencing team on 0870 240 2295.

Section 1

(To be completed by the agent)

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.

Product Selection

Product		Sections	Product	6 Month Product	12 Month Product	Sections
Comprehensive Plus	<input type="checkbox"/>	Complete sections 1,2,4,5,6,7,9,10	Xpress	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,6,7,9,10
			Extra	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,6,7,9,10
			Advantage	<input type="checkbox"/>	<input type="checkbox"/>	Complete sections 1,2,3,4,5,6,7,9,10

Section 2

(To be completed by the agent)

Please provide full address details of the property to be let including the address, share of rent, tenancy start date, and tenancy length. The information that you provide in this section is used in the reports that we will send to you, so it is important that the information is correct.

Property to Let Information

House/flat name/number

Street name

City / town

County

Postcode

Total rent for the property £

Share of rent for this applicant £ Expected tenancy start date

Has the applicant completed all of the necessary benefit application forms? Yes No

Have you or the applicant obtained a pre-tenancy determination if relevant? Yes No

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

If the guarantor 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 the agent)

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

Prospective Landlord's Information

First name																									
Last name																									
House/flat name/number																									
Street name																									
City / town																									
County / country																									
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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>																				
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 <input type="checkbox"/>					Less than 6 months <input type="checkbox"/>																			
National insurance number																									

Residential Status

Which of the following best describes your current residential status? (Please select only ONE)

Private tenant Council tenant Living with friends/relatives Property owner

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Credit History

Do you have any adverse credit history whether settled or not? YES No

Please note that failure to disclose information relating to any adverse credit history may result in your application being rejected. (Examples of adverse credit history are County Court Judgements, Bankruptcies, Court Decrees and Individual Voluntary Arrangements)

Section 4 continued

(To be completed by the tenant)

Please provide details of the address you have lived at during the last 3 years. Please ensure that you provide the full postcode for each address. If you do not know your postcode please visit the Royal Mail website where you can locate it.

Address History

Your Current Address

House/flat name/number

Street name

City / town

County / country

Postcode

Period at this address Years Months Tick if overseas

First Previous Address - Enter this information if you have lived at your current address for less than 3 years otherwise leave blank.

House/flat name/number

Street name

City / town

County / country

Postcode

Period at this address Years Months Tick if overseas

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

Street name

City / town

County / country

Postcode

Period at this address Years Months Tick if overseas

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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.

Current Landlord Details

Private landlord
 Letting agent
 Employer
 University
 Council

Company name

House/flat name/number

Street name

City / town

County / country

Postcode

Telephone inc STD (Day)

Telephone inc STD (Evening)

Fax number

Email address

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

Additional Information

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.

Unemployed / Housing Benefit and Guarantor Application Form

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Agent Fax	01235 760 249	OX12 9AQ

Section 5

(To be completed by the tenant)

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

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.

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.

Unemployed / Housing Benefit and Guarantor Application Form

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! The following sections are to be completed by the guarantor

Section 6

(To be completed by the guarantor)

In order to be a Guarantor you must have resided in the UK for the last 6 months. 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.

Guarantor 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

National insurance number

Residential Status

Which of the following best describes your current residential status? (Please select only ONE)

Private tenant Council tenant Living with friends/relatives Property owner

Employment Status

Which of the following best describes your current employment status? (Please select only ONE)

Employed Self employed* Retired Independent means On contract

Total gross annual income £

* You must be self-employed for a minimum of 3 years in order to act as a guarantor for this applicant.

! **Credit History**

Do you have any adverse credit history whether settled or not? YES No

If any adverse credit history is found (whether disclosed or not) your application to act as a guarantor will not be acceptable. (Examples of adverse credit history are County Court Judgements, Bankruptcies, Court Decrees and Individual Voluntary Arrangements).

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Section 6 continued

(To be completed by the guarantor)

Please provide details of the address you have lived at during the last 3 years. Please ensure that you provide the full postcode for each address. If you do not know your postcode please visit the Royal Mail website where you can locate it.

Address History

Your Current Address

House/flat name/number

Street name

City / town

County / country

Postcode

Period at this Address
 Years Months Tick if overseas

First Previous Address - Enter this information if you have lived at your current address for less than 3 years otherwise leave blank.

House/flat name/number

Street name

City / town

County / country

Postcode

Period at this address
 Years Months Tick if overseas

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

Street name

City / town

County / country

Postcode

Period at this address
 Years Months Tick if overseas

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Section 7

(To be completed by the guarantor)

Please tell us about your annual earnings so that we can check your suitability to act as a guarantor. 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.

Guarantor Financial Information

Current Employer | Pension Administrator | Accountant

Is this your: Current employer Pension administrator Accountant

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 Permanent 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 7 continued

(To be completed by the guarantor)

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 8

(To be completed by the guarantor)

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 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.

Unemployed / Housing Benefit and Guarantor Application Form

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Section 9

(To be completed by the guarantor)

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

Declaration

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to the 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 the tenant, for whom I am proposing to act as Guarantor, default in respect of any of their tenancy covenants. I further understand that this application and the result of the findings may be disclosed to an Insurer and/or their agents in connection with the provision of insurance related to the tenancy. 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 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.

I also understand that in the event of my defaulting in respect of my covenants as Guarantor, 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 in the event of my defaulting in respect of my covenants as Guarantor, the information contained herein may be disclosed to one or more Insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I also understand 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 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 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

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