

Part B:

To be completed by the applicant Mandatory for all assessments.

If more than one applicant, all remaining sections must be completed as appropriate for each.

How do you propose to pay the rent? Own means Housing benefit

Please give the names of all adult tenants moving into the property:

First Name	Middle Name	Surname	Share of Rent
Tenant 1			£
Tenant 2			£
Tenant 3			£
Tenant 4			£
Tenant 5			£
Tenant 6			£

Part C:

To be completed by the applicant * Mandatory fields

Please complete ALL boxes. If more than one applicant, parts C to I inclusive must be completed as appropriate for each.

Personal Details:

Mr/Mrs/Miss/Ms* Other (please specify) Surname *

First Name * Middle Name

Date of Birth * Nationality

Sex Male Female Marital Status

Maiden Name

Daytime Telephone Number * Evening Telephone Number

Mobile Telephone Number

Email Address

Do you have any pets Yes No Are you a smoker? Yes No

Are you aware of any CCJ/CD/IVA/Bankruptcy orders, current or pending? Yes No

If yes give details:

Names of children living in the property and their dates of birth:

Name	Date of Birth
1	
2	
3	
4	

Current Address:

House Number / Name*				Flat Number / Name*
Street				
Town				District
County				Postcode*
Status (tick one)*	Owner	Rented	Living with parents	Council tenant
Other (please specify)				
Time at address	Years	Months	Reason for leaving	

Previous address:

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

House Number / Name*				Flat Number / Name*
Street				
Town				District
County				Postcode*
Status (tick one)*	Owner	Rented	Living with parents	Council tenant
Other (please specify)				
Time at address	Years	Months	Reason for leaving	

Part D:

To be completed by the applicant for Comprehensive Assessments * Mandatory fields

Financial Details:

Financial Status	Self-Employed	Employed	Unemployed	Student
	Retired	Payment in Advance		

If you are retired you will be required to provide evidence of your pensionable income in the form of award letters, pension P60 or your last 6 months continuous bank statements. If you have indicated unemployment/ student/retired/payment in advance and you are currently or have previously lived in rented accommodation, proceed to Landlords details in this part, otherwise proceed to Part E. If you are unable to provide any details a guarantor may be required. To avoid delay please arrange for the proposed guarantor to complete Parts A, B, F, G, H and I of this form.

Profession	Annual Income (gross) £
Employment Start Date*	Payroll number

Is your employment of a temporary, full, or contract nature?

Additional Income (if applicable):

Are your circumstances likely to change?* Yes No

If yes give details:

If you have any additional income please advise how much per annum* £

Source of additional income

Employer/Accountant Details:

If you are employed or self-employed give details of your employer or accountant and authorise them to reply to the enquiries which will be made to verify this information. Please complete ALL boxes, including contact details for referee.

Employer / Accountant *

Office / House Name *

Street Number / Name *

Street *

Town *

District

County

Postcode*

Contact Name*

Contact Job Title*

Daytime telephone (including STD code)*

Mobile telephone

Fax Number (business only)*

Email Address (business only) *

Landlord Details:

Complete this section if you indicated that you are or have lived in rented accommodation.

Please complete ALL boxes, including individual contact details (telephone and fax number) for landlord or current managing agent.

Landlord or Agent Name *

Office / House Name *

Street Number / Name *

Street *

Town *

District

County

Postcode*

Daytime Telephone*

Evening Telephone Number

Mobile telephone

Fax Number *

Email Address *

Part E:

Please read the declaration and sign and date below.

I confirm that the information which I have given in my application is to the best of my knowledge true and accurate. I acknowledge and agree to Letsure carrying out searches to verify such information. I hereby authorise my employer/accountant/pension administrator **(delete as appropriate)** to provide details of my earnings and date of employment and hereby authorise my landlord (where applicable) to provide details relating to my tenancy to Letsure for the purposes described above via electronic, telephonic or written communication.

I understand and consent to Letsure providing my personal data to my employer/accountant/pension provider **(delete as appropriate)** during the referencing process. These checks may include:

- Contacting any referee detailed in my application; **(Including outside EU where applicable)**;
- Consulting with credit referencing agencies; and
- Consulting with the Industry sortcode Directory (ISCD) and Account Number Modulus checker in order to confirm the accuracy of my bank account details (where applicable); and
- Consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE));

In connection with my application I acknowledge and agree that:

- When documentation in connection with this referencing application has been sent via electronic means there is no guarantee of privacy as email can be intercepted;
- Letsure and any third party may keep a record of any search carried out to verify the information I have provided;
- Letsure may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- If I default on paying my rent the default will be recorded on Letsure's central database for defaulting tenants and that such default may affect any future application I may make for tenancies, credit and/or insurance;
- Letsure can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to Letsure; and
- Letsure may otherwise release my personal data where they are required to do so by law and may pass my personal data, including any forwarding address I may provide to a utility company to ensure that any outstanding bills or credit on utility accounts are paid or received by me

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.

Signature

Date

Following the completion of your references we may contact you by post or by phone to let you know about additional services we can offer that may be of interest to you. We will only use your details for up to 90 days and your details will NOT be passed to any other company outside of the Barbon Insurance Group. If you do not wish us to contact you, please tick this box.

Please note that you can contact us to unsubscribe at any time by calling us on 0800 0358242.

Please tick to confirm that you are happy to receive further information about Barbon's products and services by email or SMS.

Confidentiality Note

The information contained within this application is being transmitted to and is intended only for the use of Letsure. If you are not the intended recipient, you are hereby advised any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling 0330 3337060 and delete this application from your system.

If you are required to send this application with confidential information via electronic means, please ensure you do this via a secure method.