



20 Park Street, Treforest, Pontypridd, CF37 1SN  
 Phone – 01443 401114 Fax – 01443 493491  
 Email – info@let-right.co.uk

Please note that submission of this application and the payment of any application fee or holding deposit does not signify acceptance as a tenant for the specified property. In the event of an application not being accepted we are unable to give reasons or enter into further discussions on the matter.

OFFICE USE ONLY	
CC .....	L/L .....
ER .....	I/D .....
CR .....	

**APPLICANT**

Property Address Applied for: \_\_\_\_\_ )

(Mr / Mrs / Miss / Ms / Other / \_\_\_\_\_ First Name: \_\_\_\_\_ )

(Surname: \_\_\_\_\_ Maiden Name: \_\_\_\_\_ )

(Married / Single / Separated / Divorced / Other \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ )

(Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ )

(Current Address: \_\_\_\_\_ )

(Postcode: \_\_\_\_\_ ) Email Address \_\_\_\_\_ )

(Owner / Council Tenant / Private Tenant / With Parents / Other please state \_\_\_\_\_ )

(Period at address : Years: Months: Reason for moving: \_\_\_\_\_ )

(Nationality: \_\_\_\_\_ Any Known Adverse Credit History: \_\_\_\_\_ )

(Alternative address (The address must be privately owned preferably by a member of your family ) \_\_\_\_\_ )

( DO NOT LEAVE BLANK \_\_\_\_\_ )

**CURRENT LANDLORD / AGENT DETAILS**

(Landlord Or Agents Name : \_\_\_\_\_ )

(Landlord / Agent Address: \_\_\_\_\_ )

(Telephone Number: \_\_\_\_\_ Email Address : \_\_\_\_\_ )

(Current Monthly Rental: £ \_\_\_\_\_ Start Date of Tenancy: \_\_\_\_\_ )

**PREVIOUS ADDRESSES**

(Address: \_\_\_\_\_ )

(Dates From : To : Reason for leaving : \_\_\_\_\_ )

(Address : \_\_\_\_\_ )

( Dates From : To : Reason for leaving : \_\_\_\_\_ )

**INCOME DETAILS / EMPLOYMENT REFERENCE**

(Employed / Self Employed / Contract / Temporary / Retired / Private Means / Other \_\_\_\_\_ )

(Company Name: \_\_\_\_\_ Contact Name : \_\_\_\_\_ )

(Address: \_\_\_\_\_ )

(Contact Person Email Address: \_\_\_\_\_ )

(Your Position : Gross Salary : \_\_\_\_\_ )

(Start Date: Telephone Number : \_\_\_\_\_ )

(Is This Position Permanent: Full Time / Part Time : \_\_\_\_\_ )

(Will Your Employment Change In The Near Future : NI Number : \_\_\_\_\_ )

**PREVIOUS EMPLOYMENT  
DETAILS**

(Company Name : \_\_\_\_\_ )  
(Address : \_\_\_\_\_ )  
(Telephone Number : \_\_\_\_\_ Fax Number : \_\_\_\_\_ )  
( Commencement Date : \_\_\_\_\_ Departure Date : \_\_\_\_\_ )

**NEXT OF KIN**

(Name : \_\_\_\_\_ Relationship : \_\_\_\_\_ )  
(Telephone Number : \_\_\_\_\_ Address : \_\_\_\_\_ )  
( \_\_\_\_\_ )

**ADDITIONAL OCCUPANTS**

(Name : \_\_\_\_\_ Date Of Birth : \_\_\_\_\_ )  
(Name : \_\_\_\_\_ Date Of Birth : \_\_\_\_\_ )  
(Name : \_\_\_\_\_ Date Of Birth : \_\_\_\_\_ )

**ADDITIONAL  
INFORMATION**

(Do You Have Any Children, if so state the age/s : \_\_\_\_\_ )  
(Are You A Smoker Or A Non Smoker : \_\_\_\_\_ )  
(List Any Pets : \_\_\_\_\_ )  
(Bank name : \_\_\_\_\_ Account held for : \_\_\_\_\_ (Months/Years )  
Sort Code: \_\_\_\_\_ Account Number: \_\_\_\_\_ )

Please note that we require at least three references before the day you move in, a credit check (bank status enquiry, if applicable), employer's reference and a character reference, this person must not be related to you and must be a professional person i.e. doctor, police officer, previous landlord, solicitor etc that knows you personally.

**CHARACTER REFERENCE**

(Name Of Referee: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ )  
(Address: \_\_\_\_\_ )  
(Occupation: \_\_\_\_\_ Nature Of Relationship: \_\_\_\_\_ )

- Should you decide not to take tenancy of this property or if your application is declined, the agency fee is not refundable under any circumstances
- 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 Let Right Properties ltd and/or the landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future

**Applicants Signature: -**

.....

**Date:-**.....

## SECTION 7 - DECLARATION

This reference is being completed by Landlord Secure Ltd on behalf of your Letting Agent. Landlord Secure Ltd shall, for the purposes of this application form, be the Data Controller as defined in the Data Protection Act 1998. Please read and complete the following declaration statement carefully, making sure that you tick to say you understand how we are going to use your information. You should also sign and date the form in the space provided because we cannot complete your application without this, and it may delay your application.



### Important - Your Personal Information

#### Credit decisions and also the prevention of fraud and money laundering

We may use credit reference and fraud prevention agencies to help us make decisions. If you would like to find out the full details of how your data may be used please phone 0161 413 3452 and ask one of our staff or email us on [info@landlordsecure.co.uk](mailto:info@landlordsecure.co.uk) or Contact Equifax – Customer Services on 0845 603 3000. By confirming your agreement to proceed you are accepting that we may each use your information in this way.

#### A condensed guide to the use of your personal information by ourselves and at Credit Reference and Fraud Prevention Agencies

1. When you apply to rent a property or act as a guarantor for a rental property, Landlord Secure Ltd will check the following records about you and others (see 2 below):

a) our own;

b) those at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by other lenders. They supply to us both public (including the electoral register) and shared credit and fraud prevention information.

c) those at fraud prevention agencies (FPAs).

We will make checks such as assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.

2. If you are making a joint application or tell us that you have a spouse or financial associate, we will link your records together so you must be sure that you have their agreement to disclose information about them. CRAs also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.

3. Information on applications will be sent to CRAs and will be recorded by them. Where you are responsible for paying rent, we will give details of your accounts and how you manage it/them to CRAs. If you do not pay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for 6 years after they are closed, whether settled by you or defaulted.

4. If you give us false or inaccurate information and we suspect or identify fraud we will record this and may also pass this information to FPAs and other organisations involved in crime and fraud prevention.

5. If you have entered into a tenancy agreement including the payment of rent and you do not make the rental payments that you owe, we may be required to trace your whereabouts and pass on these details to debt recovery companies.

6. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.

7. Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Act 1998.

In order to complete your application, Landlord Secure Ltd will consult with a number of sources to verify the information you have provided. Landlord Secure Ltd may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks. We may contact your referees by email. Any information obtained by Landlord Secure Ltd will only be sufficient for the reference purpose and will not be excessive. You should be aware that information sent electronically cannot be guaranteed to be secure.

**Please Note:** The provisions of Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement.

I confirm that the information provided in this application form is true to the best of my knowledge, and I consent to the checks which Landlord Secure Ltd will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

I consent to Landlord Secure Ltd contacting 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.

Tenant's Signature:

Date:

Print Name:

Landlord Secure Ltd may contact you by email or phone to let you know about additional services they can offer which may be of interest to you. If you don't want Landlord Secure Ltd to contact you by email or phone then please tick this box.