

Tenancy Application Form



Agency Details

Name:	<input type="text" value="1 Stop Lettings (Aber) Limited"/>
Address:	<input type="text" value="22 Terrace Road, Aberystwyth SY23 1NP"/>
Phone Number:	<input type="text" value="01970 617 757"/>
Email:	<input type="text" value="info@1stoplettings.co.uk"/>
Company Number:	<input type="text" value="07588537"/>

Property Details (Property Applying For)

Total Monthly Rent:	<input type="text"/>
Building Name/Number:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Postcode:	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

Applicant Contact Details

Full Name (Include Title):	<input type="text"/>
Any Previous Names:	<input type="text"/>
Date of Birth:	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Telephone Number:	<input type="text"/>
Mobile Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

Tenancy Details

Applicant's Share of Rent:	<input type="text"/>
Preferred Tenancy Start Date:	<input type="text"/>
Tenancy Length (Months):	<input type="text"/>
Expected Residency Status:	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> Sharer

Guarantor Details Please complete this section if you are a student or your income is low/unverifiable

Full Name (Include Title):	<input type="text"/>
Address:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Occupation:	<input type="text"/>
Guarantor Form:	<input type="checkbox"/> Enclosed <input type="checkbox"/> To Follow <input type="checkbox"/> Needs to be Emailed

Applicant Personal Details

Marital Status:

Do You Smoke?

 ✓/X

Do you have Pets?

 ✓/X

Do you have any Dependents?

 ✓/X

Please complete the sections below if you have any pets or dependents. In the section titled 'Dependents and Other Relevant People', please provide details of **anyone other than yourself who will be living at the property** along with any **dependents**.

Pets

Name	Type of Pet	Breed	Age	Colour
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dependents / Other Relevant People / People that are Part of this Application

Full Name	Date of Birth	Gender	Relation	Dependent(✓/X)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Next of Kin or emergency contact

Full Name (include Title):

Address:

Telephone Number:

Email Address:

Relation to You:

Current Address Details

Building Name/Number:

Address Line 1:

Address Line 2:

Postcode:

Reason Moving Out:

Date Moved In (Estimate):

Current Residency Status:

 Tenant
 Owner
 Live with Parents
 Family/Friends
 Staff Accommodation

If your current Residency Status is 'Tenant', please complete the 'Current Landlord/Agency Reference' section below

Previous Address Details

Building Name/Number:

Address Line 1:

Address Line 2:

Address Line 3:

Postcode:

Date Moved In (Estimate): Date Moved Out (Estimate) :

Previous Residency Status: Tenant Owner Live with Parents Family/Friends Staff Accommodation

If you have occupied any addresses other than the two above as your main residence in the last **3 years**, please provide details on the 'Additional Information' page.

Contact details for after you vacate the property

Address:

Telephone Number:

Email Address:

Current Landlord/Agency Reference

Landlord/Agency Name: Letting Agency Private Landlord

Contact Name (Include Title):

Contact Telephone Number:

Contact Email Address:

Length of Tenancy: Are you out of your fixed term tenancy? ✓/X

In relation to your current tenancy, have there been/do you foresee there being any:

✓/X Details (Amounts, Dates etc.)

- Rent Arrears
- Damages to Property
- Complaints
- Deposit Deductions

Is there any other reason your current landlord/agency would not recommend you as a tenant? ✓/X Please provide details

If needed, you can use the 'Additional Information' page for continuation to provide further details

Identification

Please note that on completion of the application form, we will require photocopies of your **Passport, Photographic ID & Proof of Address**

National Insurance Number:

Student Number (If Applicable):

Photo Identification Type: Passport Driving Licence Other (State)

Photo Identification Number:

Proof of Address (Utility Bill etc.):

Are you a UK Citizen? If not, what is your Country of Origin?

(If you are not a UK Citizen, please provide details of your Visa below. We will also require a copy of your Visa.)

Employment Details

Main Source of Income: Employed (PAYE) Self Employed Investments/Savings Benefits (State Which Types)

Occupation/Job Title:

Business/Accountant Name:

Length of Contract: Annual Income Amount (£)

Time with this Employer: Number of Work Hours per Week:

Have you had any long-term absence due to sickness in the last 3 years?

Employment Sector (Please tick whichever most closely describes your industry):

Tech & ICT Creative Industries Finance/Banking Public Sector/Health Construction Retail

Professional (Legal, Accounting etc.) Education (Employed) Student Media/Marketing Leisure Transport

Employer Reference (Accountant Reference if Self Employed)

Contact Name (Include Title):

Contact Telephone Number:

Contact Email Address:

Who This is: Manager HR Department Accountant Other

Financial Details

Have you had any recent:	Yes	No	Details
Arrears/Adverse Credit?	<input type="checkbox"/>	<input type="checkbox"/>	
County Court Judgements?	<input type="checkbox"/>	<input type="checkbox"/>	
Bankruptcies?	<input type="checkbox"/>	<input type="checkbox"/>	
Other Debts/Insolvencies?	<input type="checkbox"/>	<input type="checkbox"/>	

If you have had any of the above in the last 10 years, please provide details. Use the 'Additional Information' page for continuation if needed.

Bank Details

In the boxes below, please provide details for any UK bank accounts you currently hold.

Account Name (As on Card)	Account Number	Sort-code	Bank Branch (HSBC, NatWest etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Criminal Record

Do you, or anyone else living at the property, have any unspent criminal convictions?

Yes (Please provide details below) No

Additional Information

Please use the boxes below to provide any additional information you may need (Previous Addresses, Other Sources of Income, Credit History etc.) or just tell us a bit about yourself and why you would like us to rent you this particular property?

TENANT SCALE OF CHARGES

Payments permitted under the Renting Homes (Fees Etc.) (Wales) Act 2019 by Tenants or Contract-holders under a Tenancy or occupation contract.

Rent	Payable monthly in advance (unless agreed otherwise). The prescribed limit in the case of a failure by a contract-holder to make a payment of rent to a landlord by the due date is to be determined as follows:
Default fee for late payment of rent	a) In the case of a failure to make a payment of rent before the end of the period of seven days beginning with the due date, the prescribed limit is zero. b) In the case of a failure to make a payment of rent after the end of the period of seven days beginning with the due date, the prescribed limit is the aggregate of the amounts found by applying, in relation to each day after the due date for which the rent remains unpaid, an annual percentage rate of three percent above the Bank of England base rate to the amount of rent remains unpaid at the end of that day.
Deposit	Payable before the start of the Tenancy and held under a government approved scheme for the duration of the agreement. It will be repaid in full provided all obligations have been fulfilled. If the Tenant breaches any of the requirements of the agreement, the Tenant may be liable to pay the Landlord for any losses incurred as a result of: a failure by the Tenant to make a payment by the due date to the Landlord or, a breach by the Tenant of a term of the contract, both subject to any statutorily prescribed limit.
Default payments	The losses the Landlord may claim may include, damages, costs, charges, and expenses incurred as a result of the breach, that the Landlord was unable to mitigate, to put the Landlord back in the same position as if the Tenant had not breached the agreement
Council Tax	Payable to the billing authority, if the Tenant is liable.
Utilities	Including water, sewerage, gas (or other heating fuel) and electricity including any Green Deal costs) payable in respect of the Property, and if required in the Tenancy. This may be payable to the Landlord or to the utility provider.
Television licence	Payable if the Tenant is contractually required to make a payment to the British Broadcasting Corporation.
Communication services	Payable to a provider of internet, cable or satellite television, telephone services, other than mobile, if the payment is contractually required.
Loss of key or security device	The actual costs, as evidenced by invoice or receipt, related to a breach of contract leading to the requirement for a lock to be added or replaced or a key or other security device giving access to the Property to be replaced.
Missed appointments	Losses, as evidenced by invoice or receipt, suffered by the Landlord if the Tenant fails to attend appointments agreed by the Tenant and arranged by the Letting Agent or Landlord for contractors or others to attend or to carry out work at the Property.
Damage to the Property	The Tenant will be liable for any losses, as evidenced by invoice or receipt, from damage to the Property caused by the activity, or failure to act, by the Tenant or their guests.
Replacement Statement	Where the contract-holder requests a replacement written statement the legislation allows for this to be charged for. A charge cannot be made for the original statement, only where a duplicate is requested.
Emergency/out of hours call-out fees	Any losses or additional losses suffered by the Landlord, as evidenced by invoice or receipt, as a result of the Tenant arranging an emergency, out of hours contractor call-out where the work was not an emergency, or the works were required as a result of the Tenant's actions.

Charges to Tenants (**where applicable):

Charges to tenants (where applicable): **NB Tenant fees may not apply to contract-holders of occupation contracts but may apply for other Tenancy types

a) Credit/Referencing	£ 85.00	(inclusive of VAT)	per Tenant, if charged Tenants will not charge Landlords
b) Company Refencing	£ 150.00	(inclusive of VAT)	per Tenant, if charged Tenants will not charge Landlords
c) New landlord reference	£ 30.00	(inclusive of VAT)	per Tenant

The fees charged to the Tenant may change and we will endeavour to inform you of such a change at the earliest opportunity.

1 Stop Lettings is a member of a client money protection scheme our provider is:

Name: Propertymark Client Money Protection Scheme
 Website: propertymark.co.uk/complaints/client-money-protection
 Address: Arbon House, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG
 Telephone: 01926 496 800
 Scheme Reference #: C0126097

1 Stop Lettings is a member of a redress scheme, and the name of the scheme is:

Name: The Property Ombudsman
 Website address: tpos.co.uk
 Address: 33 The Clarendon Centre Salisbury Business Park, Dairy Meadow Lane, Salisbury, Wiltshire, SP1 2TJ
 Telephone: 01722 333306
 Scheme Reference #: D13491

1 Requirement for a Guarantor

In some circumstances we may require that the Prospective Tenant is able to offer a Guarantor. This may be because: e.g. the Tenant is student; the tenant has a poor credit history; the Tenant's income is not sufficient to cover the rent and other outgoings.

In order for someone to qualify as a Guarantor they must: be a resident in the United Kingdom; be a homeowner in the United Kingdom; have a clean credit history; must earn at least 3.5 times the monthly rent

The Guarantor will have to be referenced, and credit checked; provide proof of ID and residence.

The extent of the Guarantor's liability is expressed in: the Guarantor clause and sub clauses in the tenancy agreement; the Guarantor deed

Authorisation

I hereby confirm that the information I have given in this application form is true and accurate to the best of my knowledge and not misleading. I understand that the information that I have submitted will be used to assess my suitability to be granted an occupation contract, or to be named on the contract as a Guarantor, or to verify my identity to prevent and detect crime and money laundering and acknowledge that the information that I have provided will be shared with third parties for this purpose. I further acknowledge that the information provided will be used to make decisions about my application. This can mean that the application can be declined and, if any information is found to be untrue, I may lose all or part of the holding deposit.

I understand and agree that my current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. This information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors, landlords, utility companies and being used to chase money owed.

In connection with this application a search will be carried out with a 1 stop lettings appointed referencing 3rd party to check all, or any, of the application details which have been submitted, against those held on a number of specific databases that the 3rd party has access to, for example information from the Electoral Register and fraud prevention agencies. Scoring methods will be used in the verification process as this gives a more thorough check of the available data. A record of this process will be kept that may be used to help other companies to verify your identity. We may also pass information to organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. If you supply false or inaccurate information and we suspect fraud, we will record this and share this information with other organisations. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be) and agree that I shall not seek to hold the 3rd parties liable for any refusal nor shall I seek to bring any claim against the same for any loss or damage suffered by me as a result of such refusal. The applicant hereby consents to the 3rd parties carrying out and retaining a record of any such search or check which may be shared with other organisations for the purposes of assessing future tenancy applications and services. The applicant also acknowledges that 1 Stop Lettings is a controller under data protection legislation, and consents to 1 Stop Lettings sharing data provided with any relevant third parties as necessary, including but not limited to 3rd party referencing companies, landlords and utility suppliers. Further details on how we use your data can be found in our applicant privacy notice.

Example of occupation contract

- At any stage during the process, you can ask 1 Stop Lettings for an example copy of a occupation contract to see the terms with which you will be signing up to a copy of this is also available on our website at all times.

Applicant Privacy Notice

1 Stop Lettings is committed to protecting and processing your personal data in accordance with the UK General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, 1 Stop Lettings is the Data Controller, Eirian Rogers (manager director) is the person responsible for data protection and can be contacted at 1 Stop Lettings, Terrace Road Aberystwyth SY23 1NP, 01970 617 757 info@1stoplettings.co.uk

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

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 requirement, 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 third 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 six lawful bases for processing your data including consent, a legitimate interest, contract fulfilment, a legal obligation and a vital interest. For each usage of the data, 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 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

When 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 UK 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. The information that can be anonymized will be that which is 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 such 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 require 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, Eirian Rogers 1 Stop Lettings at Terrace Road Aberystwyth SY23 1NP or emailing info@1stoplettings.co.uk

How to lodge a complaint with the supervisory authority

The supervisory authority responsible for data protection is the Information Commissioner's 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 live chat function.

Applicant Name:

Applicant Signature:

Date: