

Every adult applying to live in the property will need to fully complete a tenant application form and send to Bill McKelvey Estate Agents together with £40 administration fee and a colour copy of your passport.



## Tenant Application Form

### 1 Tenancy Details (To be completed by the Letting Agent)

ASN/Agent Code

Property Address  Postcode

Total rent per month £  Tenant's share of rent per month £

Let type: Managed ☐ Rent collection ☐ Let only ☐

Property type: Detached ☐ Semi detached ☐ Flat ☐ Terraced ☐ Bungalow ☐

When was the property built? (Year)  Tenancy Term (Months)

Number of Tenants  Tenancy Start Date

Is the full term being paid in advance? Yes ☐ No ☐ Is a financial reference required? Yes ☐ No ☐  
(If rent is paid in advance)

Product type: Enhance ☐ Insight ☐

Do you want us to perform a Right to Rent check? Yes ☐ No ☐

*If you have chosen to complete a right to rent check, please obtain the relevant document from your applicant. If you are in doubt of which one is the correct document, you can visit our document library on your agent portal to download a guide.*

### 2 Personal Details (To be completed by the Tenant)

Title  First Name(s)  Middle Name(s)

Last Name(s)  Previous/Other Names

Date of Birth (DD / MM / YYYY)    Email Address

Contact Number

Resident Status: UK Resident ☐ Overseas Resident ☐ Nationality

National Insurance Number  *This will help identify you when we request a financial reference (if applicable).*

Bank Account Number  Bank Sort Code

In the last 6 years, have you had any adverse credit such as CCJs, bankruptcies or insolvencies?

If yes: CCJ ☐ Bankruptcy ☐ Insolvency ☐ Other

Employment Status: (If multiple boxes are ticked, please complete all of the financial sections overleaf that apply)

Employed ☐ Self-Employed ☐ Retired ☐ Savings ☐ Investments ☐ Student ☐ Unemployed ☐

## 3 Address History Details (To be completed by the Tenant)

### Current address

(3 lines of address plus postcode)

*We require three years of address history or a maximum of three addresses.*

Move in date

Month  Year

### Previous address 1

(3 lines of address plus postcode)

Move in date

Month  Year

### Previous address 2

(3 lines of address plus postcode)

Move in date

Month  Year

### Last known UK address

(3 lines of address plus postcode)

*Only to be completed where the address history above is entirely overseas.*

Move in date (MM/YYYY)

Move out date (MM/YYYY)

## 4 Residential Reference Details (To be completed by the Tenant)

Residential Status: Currently Renting (including renting from the Council) ☐ Living with friends/relatives ☐ Homeowner ☐


Please complete the below section with the details of the person or entity who you pay rent to and manages your property if you have selected currently renting as your residential status.

What is your current rent per month? £  Landlord/Letting Agent name

Landlord/Letting Agent address

Contact Number  Email Address

## 5.1 Financial Details - Employed 1 (To be completed by the Tenant)

 You can provide the details for multiple employers if needed.

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary £  Net Monthly Salary £

Annual Overtime £  Annual Bonuses £  Zero Hour Contract ☐

Tick all that apply: Full Time ☐ Part Time ☐ Temporary ☐ Permanent ☐

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## Employed 2 (To be completed by the Tenant)

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary £  Net Monthly Salary £

Annual Overtime £  Annual Bonuses £  Zero Hour Contract ☐

Tick all that apply: Full Time ☐ Part Time ☐ Temporary ☐ Permanent ☐

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## Employed 3 (To be completed by the Tenant)

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary £  Net Monthly Salary £

Annual Overtime £  Annual Bonuses £  Zero Hour Contract ☐

Tick all that apply: Full Time ☐ Part Time ☐ Temporary ☐ Permanent ☐

Name of Financial Referee  Financial Referee Position

Contact Number  Email address



## 5.2 Financial Details - Self Employed (To be completed by the Tenant)

Industry Type  Start Date

Gross Annual Income  £ Net Monthly Income  £

If you complete your own tax returns, please confirm the form used below:

Self Assessment Tax Return or Tax Calculation: HMRC SA100 ☐ HMRC SA302 ☐ 1st tax return not filed yet ☐  
*(If one of these boxes are ticked, you may need to provide proof of this)*


If you have an accountant please complete the information below:

Accountant Company Name  Accountant Referee Name

Accountant Address  Postcode

Email Address  Contact Number

## 5.3 Financial Details - Retired (To be completed by the Tenant)

 You may be asked to provide proof of this

Pension Provider  Start date of pension (DD/MM/YYYY)

Gross Annual Income  £ Net Monthly Income  £


Pension Provider 2  Start date of pension (DD/MM/YYYY)

Gross Annual Income  £ Net Monthly Income  £

Pension Provider 3  Start date of pension (DD/MM/YYYY)


Gross Annual Income  £ Net Monthly Income  £

## 5.4 Financial Details - Savings (To be completed by the Tenant)

 You may be asked to provide proof of this

Value of savings  £

## 5.5 Financial Details - Investments (To be completed by the Tenant)

 You may be asked to provide proof of this

Value of investments  £ Investment Scheme/Company

### 5.6 Financial Details - Unemployed (To be completed by the Tenant)

Do you have any benefits? Please detail type of benefit and annual amount received. You may need to provide supporting documents to prove this

Gross Annual Income	£	Net Monthly Income	£	Start Date	
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Tax Credit ☐ Carer's Allowance ☐ Child Benefit ☐ Disability Benefit ☐ Employment/Support Allowance ☐

Foster Allowance ☐ Guardian Allowance ☐ Housing Benefits ☐ Child Maintenance ☐ Universal Credit ☐

## 6 Additional Information (To be completed by the Tenant)

If there is any other information relevant to this application to make us aware of.

How many adults intend to live in this property? .....

Ages of children / dependants ? .. .. .

Do any of the applicants smoke? .. .. .

Do any of the applicants have pets ? .. .. .

If so please provide full details of pets .....

When can you take occupation of the property ? .....

How long do you intend to rent the property for ? .....

Why are you leaving your current address ? .....

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## Additional Financial Information

Your reference will be completed by HomeLet on behalf of your agent. HomeLet will consult with a number of sources to verify the information provided by you, including a licensed credit reference agency, ID verification sources and any referees you have provided.

**By completing and submitting this application you confirm the following:**

- The information you have provided in this application is true to the best of your knowledge
- You are happy for HomeLet to complete the required checks, the results of which may be accessed again if you apply for a tenancy in the future.
- You are happy for HomeLet to contact your referees (including those outside the EEA), with personal information you have provided in this application, to allow them to verify the information about your earnings, dates of employment and previous tenancy.

### About your reference

The information you provide will be held by Barbon Insurance Group Limited and used for the administration of your referencing application. By providing this information you're confirming you give permission for Barbon Insurance Group Limited to use and store it.

- 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 2018.
- HomeLet may pass on any information you supply to your prospective landlord and/or letting agent, including the results of any linked verification checks.
- HomeLet will share your information with credit reference agencies for search purposes. The credit reference agency will record the results of this search. This information will also be used for debt tracing and fraud prevention. The credit reference agencies will record and retain our enquiries and will leave a footprint, but this does not affect your credit rating. The credit reference agencies may check your details against any particulars on any database (public or otherwise) to which they have access in order to verify your identity. They may also use your details in the future to assist other companies for verification purposes.
- If you default on your rental payments, HomeLet may record this on a centrally held database. This could affect any future application for tenancy, credit, or insurance.
- HomeLet may use debt collection and tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

When requesting access to your consumer credit report we are using Article 15 "Right of Access" rather than consent to share this data. We are using an Article 15 request (as clarified by Section 13 of the DPA2018) as the consumer's credit report is not being provided by the consumer, it is data which is already processed by the credit reference agency to which the consumer is seeking access.

You can request removal of consumer credit report data at any time, but where we have used it to provide a report to landlord or agent, we may have to retain it for some time as outlined in our retention policies.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on <https://www.homelet.co.uk/privacy-notice>.

Details of addresses, including past, current, and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both You, the data subject, and the third-party companies. If you'd like to find out more about any of the information sources we access to complete your application, please visit <https://www.homelet.co.uk/privacy-notice>. You can also find out more about the referencing process on <https://www.homelet.co.uk>. I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

☐ I have read and agree to be bound by the above terms.

Signature of applicant

Full Name

Date (DD / MM / YYYY)




## Keeping you informed

- ☐ **Yes** - HomeLet is a PIB Group company. We will update you throughout the referencing process to keep you informed on progress. We'd also love to contact you, to tell you about our range of products and services for tenants, but if you'd prefer not to hear from us then please leave the box unchecked.
- ☐ **Yes** - We partner with trusted third parties to get tenants the best deals on Telephony, Broadband and TV. To make your life easier, we'll send them your contact details so that they can get in touch and run through the latest deals with you.
- ☐ **Yes** - Need help moving? With nationwide availability, unbeatable prices and free cancelations, let AnyVan take the stress out of your removals. If you would like a free instant quote, please check the box.

Guarantors must be home owners, of good standing, with a sizable income, resident in Northern Ireland and available to attend the Estate Agents or Solicitors with ID



## Guarantor Application Form

### 1 Tenancy Details (To be completed by the Letting Agent)

ASN/Agent Code

Property Address  Postcode

Total rent per month £  Tenant's share of rent per month £

Let type: Managed ☐ Rent collection ☐ Let only ☐

Property type: Detached ☐ Semi detached ☐ Flat ☐ Terraced ☐ Bungalow ☐

When was the property built? (Year)  Tenancy Term (Months)

Number of Tenants  Tenancy Start Date

Is the full term being paid in advance? Yes ☐ No ☐

### 2 Personal Details (To be completed by the Guarantor)

Title  First Name(s)  Middle Name(s)

Last Name(s)  Previous/Other Names

Date of Birth (DD / MM / YYYY)    Email Address

Contact Number

Resident Status: UK Resident ☐ Overseas Resident ☐ Nationality

National Insurance Number  *This will help identify you when we request a financial reference (if applicable).*

Bank Account Number  Bank Sort Code

In the last 6 years, have you had any adverse credit such as CCJs, bankruptcies or insolvencies?

If yes: CCJ ☐ Bankruptcy ☐ Insolvency ☐ Other

Employment Status: (If multiple boxes are ticked, please complete all of the financial sections overleaf that apply)

Employed ☐ Self-Employed ☐ Retired ☐ Savings ☐ Investments ☐



## 3 Address History Details (To be completed by the Guarantor)

**Current address**  
(3 lines of address plus postcode)  
*We require three years of address history or a maximum of three addresses.*

Move in date

Month  Year

**Previous address 1**  
(3 lines of address plus postcode)

Move in date

Month  Year

**Previous address 2**  
(3 lines of address plus postcode)

Move in date

Month  Year

**Last known UK address**  
(3 lines of address plus postcode)  
*Only to be completed where the address history above is entirely overseas.*

Move in date (MM/YYYY)

Move out date (MM/YYYY)

## 4.1 Financial Details - Employed 1 (To be completed by the Guarantor)

**i** You can provide the details for multiple employers if needed.

Company Name

Start Date

Company Address

Payroll/Employee Number

Your Job Title

Industry Type

Gross Annual Salary

£

Net Monthly Salary

£

Annual Overtime

£

Annual Bonuses

£

Zero Hour Contract ☐

Tick all that apply:

Full Time ☐

Part Time ☐

Temporary ☐

Permanent ☐

Name of Financial Referee

Financial Referee Position

Contact Number

Email address



## Employed 2 (To be completed by the Guarantor)

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary  £ Net Monthly Salary  £

Annual Overtime  £ Annual Bonuses  £ Zero Hour Contract ☐

Tick all that apply: Full Time ☐ Part Time ☐ Temporary ☐ Permanent ☐

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## Employed 3 (To be completed by the Guarantor)

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary  £ Net Monthly Salary  £

Annual Overtime  £ Annual Bonuses  £ Zero Hour Contract ☐

Tick all that apply: Full Time ☐ Part Time ☐ Temporary ☐ Permanent ☐

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## 4.2 Financial Details - Self Employed (To be completed by the Guarantor)

Industry Type  Start Date

Gross Annual Income £  Net Monthly Income £

If you complete your own tax returns, please confirm the form used below:

Self Assessment Tax Return or Tax Calculation: HMRC SA100 ☐ HMRC SA302 ☐ 1st tax return not filed yet ☐  
*(If one of these boxes are ticked, you may need to provide proof of this)*

If you have an accountant please complete the information below:

Accountant Company Name  Accountant Referee Name

Accountant Address  Postcode

Email Address  Contact Number

## 4.3 Financial Details - Pension/Retired (To be completed by the Guarantor) (i) You may be asked to provide proof of this

Pension Provider  Start date of pension (DD/MM/YYYY)

Gross Annual Income £  Net Monthly Income £

Pension Provider 2  Start date of pension (DD/MM/YYYY)

Gross Annual Income £  Net Monthly Income £

Pension Provider 3  Start date of pension (DD/MM/YYYY)

Gross Annual Income £  Net Monthly Income £

## 4.4 Financial Details - Savings (To be completed by the Guarantor) (i) You may be asked to provide proof of this

Value of savings £

## 4.5 Financial Details - Investments (To be completed by the Guarantor) (i) You may be asked to provide proof of this

Value of investments £  Investment Scheme/Company

## 5 Additional Information (To be completed by the Guarantor)

If there is any other information relevant to this application to make us aware of.



## Additional Financial Information

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**By completing and submitting this application you confirm the following:**

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- You are happy for HomeLet to complete the required checks, the results of which may be accessed again if you apply for a tenancy in the future.
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- HomeLet may pass on any information you supply to your prospective landlord and/or letting agent, including the results of any linked verification checks.
- HomeLet will share your information with credit reference agencies for search purposes. The credit reference agency will record the results of this search. This information will also be used for debt tracing and fraud prevention. The credit reference agencies will record and retain our enquiries and will leave a footprint, but this does not affect your credit rating. The credit reference agencies may check your details against any particulars on any database (public or otherwise) to which they have access in order to verify your identity. They may also use your details in the future to assist other companies for verification purposes.
- If you default on your rental payments, HomeLet may record this on a centrally held database. This could affect any future application for tenancy, credit, or insurance.
- HomeLet may use debt collection and tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

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The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on <https://www.homelet.co.uk/privacy-notice>.

Details of addresses, including past, current, and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both You, the data subject, and the thirdparty companies. If you'd like to find out more about any of the information sources we access to complete your application, please visit <https://www.homelet.co.uk/privacy-notice>. You can also find out more about the referencing process on <https://www.homelet.co.uk>. I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

☐ I have read and agree to be bound by the above terms.

Signature of applicant

Full Name

Date (DD / MM / YYYY)

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## Keeping you informed

- ☐ **Yes - HomeLet is a PIB Group company.** We'd love to contact you to tell you about the range of products and services we provide. We won't share your data with anyone else for marketing purposes. Tick this box if you do want to hear from us by phone, post, email or SMS.
- ☐ **Yes - We help thousands of people get great deals and discounts on their TV and Broadband.** You might not be moving home, but we could still let you know the latest deals. As part of this service, your data may be shared with our selected partners, and you will be contacted with the latest deals available. Please check the box to find out how we can help you.
- ☐ **Yes - Are you thinking about moving?** With nationwide availability, unbeatable prices and free cancellations, let AnyVan take the stress out of your removals. If you would like a free instant quote, please check the box.