EVERY ADULT APPLYING TO LIVE IN THE PROPERTY WILL NEED TO RETURN A COMPLETED APPLICATION FOR TENANCY TO BILL MCKELVEY TOGETHER WITH AN ADMINISTRATION FEE OF £40

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Sill McKelvey Estate Agents       info@billmckelvey.co.uk         icheme No.       1508082         To evode any unnecessary delays, please complete in full, in BLACK INK using BLOCK CAPITAL LETTERS. Incomplete forms will be returned.         Once completed, you can enter this application online via connect homelet.co.uk for an instant acknowledgement.         PROPERTY TO LET       To be completed by the letting Agent]         Property Address	ING THE RISK OUT OF		Individual Referencing Application Form	
ia avoid any unnecessary delays, please complete in full, in BLACK INK using BLOCK CAPITAL LETTERS. Incomplete forms will be returned.  Property Address  Property Address  Postcode  Total rent per calendar month  How is Rent Guarantee offered to your landlord? Free of charge  Property Let Type Let Only Managed Rent Collect Included in N/A Property type Detached Semi detached Flat Tenancy start date I I I I I I I I I I I I I I I I I I I	ill McKelvey Esta	ate Agents	info@billmckelvey.co.uk	
Ince completed, you can enter this application online via connect. Homelet.co.uk for an instant acknowledgement.	cheme No. 150	8082	Telephone 02897519996	
Property Address	ince completed, you ca	n enter this application online v	via connect.homelet.co.uk for an instant acknowledgement.	
Postcode       Total rent per calendar month         How is Rent Guarantee offered to your landlord?       Free of charge       Separate charge       Included in       N/A         Management Fee       N/A         Property Let Type       Let Only       Managed       Rent Collect       Management Fee       N/A         No. of bedrooms			Acts by the Letting Agent	
Management Fee         Property Let Type       Let Only       Managed       Rent Collect         No. of bedrooms       Image Property type       Detached       Semi detached       Flat       Terraced       Bungalow         When was the property built?       Image Property type       Detached       Semi detached       Flat       Terraced       Bungalow         When was the property built?       Image Property type       Detached       Semi detached       Flat       Terraced       Bungalow         When was the property built?       Image Property terr       Image Property terraced       Bungalow         When was the property built?       Image Property terraced       Image Property terraced       Bungalow         When was the property built?       Image Property terraced       Image Property terraced       Bungalow         Tenancy term (months)       Image Property Property Property terraced       Image Property P			Total rent per calendar month	
No. of bedrooms	How is Rent Guara	ntee offered to your landlord?		N/A
Property type       Detached       Semi detached       Flat       Terraced       Bungalow         When was the property built?	Property Let Type	Let Only 🔵	Managed O Rent Collect O	
When was the property built?         Tenancy term (months)         Number of Tenants         Is the tenant paying the full rent in advance? Yes         No         If yes, do you require HomeLet to obtain financial references? Yes         No         PRODUCT SELECTION [To be completed by the Letting Agent]         Please select the service required, TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.         Insight       Enhance         Optimum         Xpress 6 months       Extra 6 months         Advantage 6 months       Advantage 12 months	No. of bedrooms			
Tenancy term (months)       Number of Tenants       Tenancy start date       /         Is the tenant paying the full rent in advance? Yes       No       If yes, do you require HomeLet to obtain financial references? Yes       No         PRODUCT SELECTION [To be completed by the Letting Agent]         Please select the service required, TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.         Insight       Enhance       Optimum         Xpress 6 months       Extra 6 months       Advantage 6 months         Xpress 12 months       Extra 12 months       Advantage 12 months		Detached 🔵	Semi detached () Flat () Terraced () Bu	ungalow
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## Individual Referencing

Application Form

Telephone 02897519996 1508082 Scheme No. WHAT IS THE TENANT'S SHARE OF RENT [To be completed by the Agent] 4 4.1 YOUR PERSONAL DETAILS [To be completed by the Tenant] Mr () Mrs () Miss () Other Title: Middle name First name Last name Email Date of birth 1 1 Other names Council tenant O Private tenant O Living with friends/relatives O Residential Status Property owner () Independent means Employed () Self-employed () Retired **Employment status** Student 🔿 Unemployed On contract () Total gross annual income Your Mobile Your Telephone Bank / building society details: please provide the details of your current account Bank name Account holder(s) & Branch Bank Account no. Sort code **IMPORTANT - ADVERSE CREDIT HISTORY** Do you have any County Count judgements, Court Decrees, Bankruptcy, Administration Orders, NO ( ) YES ( ) individual Voluntary Arrangements, or any other adverse credit history whether settled or not? If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined. YOUR ADDRESS [To be completed by the Tenant] Current Address Postcode Period at Address Months Years We require <u>three years</u> worth of your address history. If you have lived at this address for more than three years, please move to section 6. If you have been there for less than three years, please provide your previous address(es) below. Previous Address Postcode Period Months at Address Years Previous Address Postcode Period Months Please complete section 6 at Address Years



# Individual Referencing

Application Form

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lf you are not	t a private tenant, j	please move to s	section 7.	Please circle	:		
lf you are a p	rivate tenant pleas	se provide the de	etails of the letting	g agent/ landlord/ n	nanaging agent o	f your current	address.
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# Individual Referencing

Application Form

Scheme No. 1508082

Telephone 02897519996

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Company								
Contact Address								
							Postcode	
Contact Name				Contac Position	t		·····	
Telephone				Fax				
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is this position:	Permanent 🔿	Contract 🔿	Contract Terms		Months		Hours per we	eek
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#### TAKING THE RISK OUT OF PROPERTY RENTAL

## Individual Referencing

Application Form

Scheme No. 1508082

Telephone 02897519996

#### 10 ABOUT YOUR REFERENCE [To be completed by the Tenant]

Your reference will be completed by HomeLet on behalf of your letting agent. 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 1998 (the "Act")

In order to complete your application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default on your rental payments, HomeLet may record this on a centrally held database of defaulting tenants, and that such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure. The provisions of Ground 17 of the Housing Act 1996 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

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY - IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

YES () I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

YES() I'm happy for HomeLet to contact 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.

If you'd like to find out more about any of the information sources we access to complete your application, please visit www.homelet.co.uk/ref-info.

Signed

Full name

Date

HL2158 08/13

Following the completion of your reference, HomeLet or other Barbon Group Companies may contact you by phone or post to let you know about additional services we can offer which may be of interest to you. These services could help protect your liability as a tenant as well as your personal contents. If you don't want us to contact you, please tick this box . We'll never pass your details on to a third party unless we ask for your express permission. If you'd like to unsubscribe from any services at any time, then please contact HomeLet on unsubscribe@homelet.co.uk

Yes, I'm happy for HomeLet and other Barbon Group Companies to contact me occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit me as a tenant.

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia House, Edgewest Road, Lincoln, LN6 7EL



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#### Guarantor

**Referencing Application Form** 

Bill McKelvey Estate Agents	info@billmckelvey.co.uk	
Scheme No. 1508082	) (Telephone 02897519996	

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned. Once completed, you can enter this application online via **connect.homelet.co.uk** for an instant acknowledgement.

# 1 TENANT DETAILS [To be completed by the Letting Agent] Please let us know who the Guarantor is standing for Applicant 1 Reference Applicant's Number Surname Applicant 2 Applicant's Reference Applicant's Number Surname

Please complete Section 2

**PROPERTY TO LET** [To be completed by the Letting Agent]

Property Address									
Postcode		Total rent per cal	endar mol	nth					
How much will the Guaran	tor Cover?								
Applicant 1 share of rent PCN	1		A	opplicant 2 share of re	ent PCM				
How is Rent Guarantee off	ered to your landlord?	Free of charge	0	Separate charge	0	Included in Management Fee	0	N/A ()	
Property Let Type	Let Only 🔘	Managed	0	Rent Collect	0				
No. of bedrooms									
Property type	Detached	Semi detacheo	40	Flat	0	Terraced	0	Bungalow 🔘	
When was the property built (eg 1984)	?								
Tenancy term (months)		Tenancy start date	e /	/					
Is the tenant paying the fu	Il rent in advance? Ye	es ON0 O	f yes, do g	you require HomeL	et to obta	in financial referer	nces? Ye	es 🔿 No 🔿	
							Pleas	e complete Sectio	13

GUARANTORS MUST BE OF GOOD STANDING, EMPLOYED HOMEOWNERS RESIDENT IN NORTHERN IRELAND



## Guarantor

Referencing Application Form

Scheme No. 1508082 Telephone 02897519996	
3 YOUR PERSONAL DETAILS [To be completed by the Guarantor]	
Title: Mr O Mrs O Miss O Other	
First name Middle name	
Last name	
Email	
Othernames Date of birth / /	
Your Telephone Mobile	
Employment status Employed Self-employed Retired Independent means On contract	C
Total gross annual income	
Bank / building society details: please provide the details of your current account	
Account holder(s) Bank name	
Bank Account no. Sort code	
IMPORTANT - ADVERSE CREDIT HISTORY         Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?         Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?         If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being do	eclined.
4 YOUR ADDRESS [To be completed by the Guarantor]	
Current Address	
Postcode	
Period at Address Years Months	
We require three years worth of your address history. If you have lived at this address for mo please move to section 5. If you have been there for less than three years, please provide your previou	re than three years, s address(es) below.
Address	
Postcode	
Period at Address Years Months	
Address	
Postcode	
Period at Address Years Months	
Please	complete section 5



## Guarantor

Referencing Application Form

	1508082	) ( Telephone 02897519996
YOUR	FINANCIAL INFORMAT	<b>FION</b> [To be completed by the Guarantor]
	t us from contacting your referee and will o	tails of a financial referee below (please tick one). Failure to provide your gross annual income delay your application. untant () Self employed (\$A302 / \$A100) ()
Company Name		
Address		
		Postcode
Contact Name		Position
Telephone		Fax
Email		Providing an email address or fax number could result in a QUICKER RESPON from your referee.
Your position		
Is this posit	ion: Permanent 🔿 Contract 🔿 Contra	oct Terms Hours per week
Payroll/Serv	ice/Pension number:	
Gross Salary	/Pension/Drawings per annum:	If self employed please indicate y average earnings in the last 2 yea
Start Date	End Date (if appl	
		Do you have a second job, or additional pension? IF YES, please enter the details in section Will your employment change before the proposed tenancy starts? IF YES, please go to section IF NO, please go to section
ADDIT	IONAL FINANCIAL INF	<b>ORMATION</b> [To be completed by the Guarantor]
	innging to new employment, have a secon	nd job or another source of income, please provide details in this section.
Future empl	ayer () Second employer () Pension adr	ministrator () Accountant () Benefit/other ()
	nyer () Second employer () Pension ad	ministrator () Accountant () Benefit/other ()
Future emplo	nyer () Second employer () Pension ad	ministrator () Accountant () Benefit/other ()
Future emplo Company Name Contact	nyer () Second employer () Pension ad	ministrator () Accountant () Benefit/other () Postcode
Future emplo Company Name Contact	nyer () Second employer () Pension ad	
Future emplo Company Name Contact Address		Postcode
Future emplo Company Name Contact Address Contact Name		Postcode
Future emplo Company Name Contact Address Contact Name Telephone		Postcode Postcode Fax Fax Providing an email address or fax number could result in a QUICKER RESPO
Future emplo Company Name Contact Address Contact Name Telephone Email Your Position		Postcode Postcode Fax Fax Providing an email address or fax number could result in a QUICKER RESPO
Future emplo Company Name Contact Address Contact Name Telephone Email Your Position Is this posit		Postcode     Postcode     Postcode     Position     Fax     Fax     Providing an email address or fax number could result in a QUICKER RESPO
Future emplo Company Name Contact Address Contact Name Telephone Email Your Position Is this posit Payroll/Serv	ion: Permanent () Contract () Contra	Postcode     Postcode     Postcode     Position     Fax     Fax     Providing an email address or fax number could result in a QUICKER RESPO



## Guarantor

**Referencing Application Form** 

Scheme No. 1508082

Telephone 02897519996

#### ABOUT YOUR REFERENCE [To be completed by the Guarantor]

By completing this form, you have agreed to act as Guarantor for the tenant named within this form. The tenant's reference will be completed by HomeLet on behalf of their letting agent. 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 1998 (the "Act").

In order to complete this application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to the landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default in respect of any covenants you have given as guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent), HomeLet may record this on a centrally held database of defaulting debtors, and such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY - IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which YES () HomeLet will complete as detailed above. These results may be accessed again if I apply to act as a guarantor in the future.

I'm happy for HomeLet to contact my referees (including those outside the EEA), with personal information which has been provided YES () in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Please note; If you'd like to find out more about any of the information sources we access to complete your application, please visit homelet.co.uk/ref-info.

Signed

Full name

Date

Additional Information - To be completed by the Guarantor

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia HI 2157 08/13 House, Edgewest Road, Lincoln, LN6 7EL