

# Application for a Residential Tenancy (V1)

(to be completed by ALL persons over the age of 18, including guarantors)



Name: \_\_\_\_\_

Property: \_\_\_\_\_

**PLEASE ENSURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY BEFORE MAKING A DECISION AS TO WHETHER YOU WISH TO PROCEED WITH THIS APPLICATION.**

## **Information Required**

- Your completed application form
- Photo ID (driving licence, passport, etc)
- Proof of address (utility bill, council tax bill, original bank statement, etc – documents must be dated within last 3 months. Please note that mobile phone bills are not accepted)

You should return this form to our office once completed. **You will need to bring into our office your photo ID and proof of address so that it may be photocopied for our records. We will be unable to process your application until we have received your photographic ID and proof of address.**

## **The Referencing Process**

- We will carry out a credit check
- We will use the information provided on your application form to contact your character referee, employer and previous landlord (if applicable) to obtain a reference

Please note that if you have any County Court Judgments against you we may be unable to offer you a tenancy. In these circumstances we may be able to consider your application if you are prepared to pay a large proportion of rent in advance.

## **Guarantors**

A guarantor will be required if:

- You are under 21 years of age
- You earn less than 2 ½ times the annual rent
- You have a poor credit history

If a guarantor is required they must satisfy the following conditions:

- Be over 24 years of age
- Earn more than 3 times the annual rent

They must also provide photo ID and proof of address. We will carry out a credit check on your guarantor and obtain references from their character referee, employer and landlord (if applicable). The guarantor will be acting for the tenancy and not the tenant. The guarantor will sign a Guarantor Agreement meaning they will be jointly and severally liable with the tenant for all obligations stated in the tenancy agreement for the full term of the tenancy.

## **Important Points to Note**

- Unless otherwise agreed, all properties are let 'as seen'. Once you have agreed to take a property you cannot then decide only to take the property if certain works are carried out
- You will be responsible for payment of all household bills and Council Tax, unless otherwise agreed prior to commencement of the tenancy. Please note that you must discover which Council Tax band the property is in yourself as Banks Long & Co cannot guarantee any advice in relation to this
- If the property is a leasehold property then the landlord will pay the ground rent and service charge
- You will need to make your own arrangements with service providers if desired as the landlord does not guarantee that TV aerials are included with the property
- You will need to contact the local authority to arrange for delivery of Wheelie Bins or Recycling Boxes if they are not already present at the property
- Please note that the landlord does not insure your contents. You must arrange for your own contents insurance

### **Smoking**

Smoking is not allowed under any circumstances within our properties. If you do smoke you will need to do so outside. If we discover that smoking has occurred inside the property then the landlord will seek a deduction from your deposit.

### **Pets**

All of our tenancy agreements exclude pets unless you have written consent from the landlord. If the landlord does grant you permission to keep a pet then the following conditions will apply:

- You will be required to make a one off payment of 50% of the monthly rental amount, which will be added to the deposit held
- You are fully responsible for any damage caused to the property or garden by the pet
- At the end of the tenancy we will instruct a company to thoroughly clean the carpets throughout the house and the cost of this will be paid by you. This will apply in all cases regardless of whether you have already cleaned the carpets, whether the carpets look clean or whether the pet has only been in certain rooms

### **Moving into the Property**

At the handover, you will be required to sign your tenancy agreement, ensure the first month's rent and deposit have been received and collect the keys for the property. You can pay the rent and deposit via the following methods:

- Bank Transfer to sort code 30-95-05 and account number 00177830
- Debit card – Please allow 4 working days for the funds to clear in our account.

Please note we do not accept credit cards.

Please note that we must receive **cleared funds** no later than 24 hours prior to the handover date. We do not accept cash payments at the handover. You must ensure that you comply with the above as we will be unable to release the keys and your handover will be refused.

Please note the following points:

- We undertake handovers between 9:00am and 5:00pm Monday to Friday
- All tenants and guarantors (if applicable) must be present at the handover

Please ensure that you take meter readings upon moving into the property and keep a copy of these for future reference. You must contact the local authority regarding the payment of Council Tax.

### **Rental Payments**

The first month's rent will be paid via a bank transfer before moving into the property. At the handover you will complete a direct debit form for all future rental payments.

### **Deposit Payment**

Your deposit will be registered and held with the Tenancy Deposit Scheme (TDS) and you will receive a certificate as proof of this. Please ensure that you keep this certificate safe.

### **Inventory**

You will be given a Schedule of Condition at the handover. Please ensure that you check the document thoroughly and raise any queries immediately. We must receive the signed document no later than 5 working days after commencement of the tenancy with any necessary amendments made or the original document will stand. The return of your deposit at the end of the tenancy will be dependent upon this.

**Property Visits**

The properties managed by Banks Long & Co are all subject to periodic inspections. The first inspection will take place approximately three months after the commencement of the tenancy and at 6 month intervals thereafter.

**General Data Protection Regulation**

Please see attached privacy notice and consent form and privacy statement.

**Property Details**

Property Address	
Deposit Amount	
Rent per calendar month	
Proposed Handover Date	
Initial Tenancy Period	

**Your Details**

First Name(s)	
Surname	
Previous Surname	
Date of Birth	
Home Telephone Number	
Mobile Number	
Email Address	

Will you be the.. (delete as appropriate)	Tenant*	Guarantor*
Will this be your primary address?		
Will you be claiming Housing Benefit?		
Please list names, relationship and ages of all other proposed occupiers or the person(s) for which you will be acting as guarantor		
Do any of the proposed occupiers smoke?		
Do you intend to keep any pets at the property? If yes, please give details		
Do you have any criminal convictions or County Court Judgments against you? If so, please give details		

**Current Address**

Property Address					
Post Code					
Time at Current Address	Years			Months	
Please delete as appropriate	Owner	Private Tenant	Council Tenant	Living with Parents	Other
	If other, please specify:				

**Previous Addresses** (Please provide your address history over the last five years. If you have more than three previous addresses please continue on the back of this page)

Property Address					
Post Code					
Time at Previous Address	Years			Months	
Please delete as appropriate	Owner	Private Tenant	Council Tenant	Living with Parents	Other
	If other, please specify:				

Property Address					
Post Code					
Time at Previous Address	Years			Months	
Please delete as appropriate	Owner	Private Tenant	Council Tenant	Living with Parents	Other
	If other, please specify:				

Property Address					
Post Code					
Time at Previous Address	Years			Months	
Please delete as appropriate	Owner	Private Tenant	Council Tenant	Living with Parents	Other
	If other, please specify:				

**Current/Previous Landlord Details** (Please provide details of your most recent landlord. Leave blank only if you are not or have not been in rented accommodation)

Name of Landlord/Agent	
Address	
Telephone Number	
Email Address	

**Details of Character Reference** (Please note this person must not be related to you or any other intended occupier of the property)

Full Name	
Address	
Telephone Number	
Email Address	

**Employment Details**

Please delete as appropriate	Employed    Self Employed    On Contract    Student    Retired    Unemployed
	If other, please specify:

Please provide details of your employer below. If you are self-employed please provide the details of your accountant.

Company Name	
Company Address	
Contact Name	
What is their position within the company?	
Telephone Number	
Email Address	

What is your position within the company?	
What is your total gross annual income?	
What are your contracted hours per week?	
Is this a permanent position?	
How long have you been with your current employer?	

**Declaration**

I confirm that the information supplied on this form is true and accurate to the best of my knowledge. I give consent for Banks Long & Co to contact the third parties that I have identified within this form to verify the information provided. I agree that Banks Long & Co may search the files of a Credit Reference Agency which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency used by Banks Long & Co to obtain a copy of the information provided. I understand that the information supplied by me on this form may be shared with third parties including, but not limited to, the landlord, utility providers and the local authority.

I understand that any default on the rental payments may be recorded with the Credit Reference Agency who may supply the information to other credit companies in the quest for the responsible granting of tenancies and credit.

I understand that this application is not an offer of tenancy. The application is necessary to validate the details that I have provided in support of my requirement for tenancy. Should the referencing be successful, the landlord will be requested to formally accept my application. No tenancy can be offered until such formal acceptance has been received by Banks Long & Co.

I understand that in the event of any default by me in the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside the EU for the purposes only of processing this reference application, notwithstanding such transfer, Banks Long & Co will remain the Data Controller for the purpose of this application.

The information provided by me in this form is information as described in Ground 17 of the Housing Act 1966 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future application for tenancies or credit.

- **I understand and accept that should I fail the referencing, any administration fee paid is non-refundable.**
- **I understand and accept that should I fail to meet the proposed handover date or withdraw from the rental process, any administration fee and advanced rent paid is non-refundable.**
- **I give full authorisation for my employer, landlord (if applicable) and character referee to reply to any reference request made by Banks Long & Co.**
- **I understand and accept the information contained on pages 1 and 2 of this application form.**
- **I understand my application will not be processed until the privacy notice and consent form has been signed and returned to Banks Long & Co.**
- **I confirm I have received a copy of the privacy statement from Banks Long & Co.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If you want to speed up your application, you should contact the people you have named on this form to make them aware that they will be contacted and to encourage them to provide a response quickly. Banks Long & Co will contact you immediately if there are any problems, but will not contact you regarding the progress of your application.**

## Privacy notice and consent (long-form)

Banks Long & Co takes the protection of personal information very seriously. This notice explains how information about you is used. References to 'you' means the person completing this form. References to 'we' or 'us' means Banks Long & Co.

### The information we gather

Banks Long & Co ('the Company') gathers certain information about you.

Information that we gather about you may include without limitation your name, contact details, financial and pay details, identity documents, previous address information, current and previous landlord information, character and work references, employment information/history and criminal convictions.

We may also obtain information about you from third parties, such as service providers and agents and credit reference agencies.

### Information about third parties

Information we process as described in this notice may also include information about third parties such as your spouse or children or employees or directors or landlords and other officers whose details you supply to us. Where you supply us with third party information, you confirm that you have consent to do this form them and that they have seen and agreed to this notice.

### Systems used to process data

We gather information directly from you and also via our websites and other technical systems. These may include, for example, our:

- computer networks and connections
- communications systems
- email and instant messaging systems
- intranet and Internet facilities
- telephones, voicemail, mobile phone records

Some limited personal data may be collected from monitoring devices and systems such as closed-circuit TV and door entry systems.

### Cookies

When you use our website, we may gather information about you through Internet access logs, cookies and other technical means. 'Cookies' are text files placed on your computer to collect Internet log information and user behaviour information. These are used to track website usage and monitor website activity and for other data processing reasons set out below.

Some of the cookies we use are essential for parts of the site to operate and have already been set. You may delete and block all cookies from this site, but parts of the site will not work. To find out more about the cookies we use and how to delete them, please see our Cookies Policy, which can be found at [www.bankslong.com/terms-and-conditions-privacy-policy](http://www.bankslong.com/terms-and-conditions-privacy-policy).

### Reasons for processing

We process information about you for the following reasons:

- compliance with legal, regulatory and corporate governance obligations and good practice
- gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- ensuring business policies are adhered to (such as policies covering security and Internet use)
- operational reasons, such as recording transactions, training and quality control
- ensuring the confidentiality of commercially sensitive information
- security vetting, credit scoring and checking, investigating complaints and allegations of criminal offences
- marketing our business

**Disclosures and exchange of information**

We may disclose and exchange information with credit reference agencies, service providers, representatives, landlords/property owners and agents, as well as with law enforcement agencies and regulatory bodies for the above reasons.

Information may be held at our offices and third party credit reference agencies, service providers, representatives' landlords/property owners and agents as described above. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

**Children**

We do not knowingly collect personal data relating to children under the age of 16, but we may do so where we are processing an application for tenancy and your household includes children under the age of 16. By signing this form you confirm that either you are duly authorised by any child aged 13 or over to provide their information, or, if they are under the age of 13, you have parental responsibility for them and consent to us processing their information in accordance with this notice and our Privacy Notice.

**Further enquiries and your rights**

Please contact us via [enquiries@bankslong.com](mailto:enquiries@bankslong.com) if you would like to correct or request (in accordance with applicable law) information that we hold relating to you or if you have any questions in relation to the above. For more information on your rights, please see our Privacy Statement.

**Direct marketing**

Information relating to you will be used to notify you by post, email or other electronic means of our goods and services. We won't contact you very often and you can withdraw your consent to use of personal data for marketing at any time by contacting us at [enquiries@bankslong.com](mailto:enquiries@bankslong.com).

If you are happy for us to contact you for marketing purpose, please tick the relevant boxes below.

Please contact me by    Post     Email     SMS     Phone

**Consent**

I consent to the processing of information as described above, and as described further in the Company's Privacy Statement which can be found at [www.bankslong.com/terms-and-conditions-privacy-policy](http://www.bankslong.com/terms-and-conditions-privacy-policy) I consent on my own behalf and confirm I am duly authorised on behalf of any third party whose personal data I supply.

Name:

Date:

Signature:

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# PRIVACY STATEMENT

## HOW WE USE YOUR DATA

### WHO ARE WE?

We are Banks Long & Co

If you have any questions about this Policy, or about how we look after your data generally, please contact William Wall on 01522 544515 or enquiries@bankslong.com

### INTRODUCTION

Banks Long & Co ('we' or 'us' etc), is a 'data controller'. This means that, under the General Data Protection Regulation (**GDPR**), we may control and process your personal data and, in certain circumstances, special categories of data (previously known as sensitive data).

We take privacy very seriously. We are committed to keeping your data secure and processing it fairly and lawfully. We ask that you read this policy very carefully because it contains important information about how we process your personal data.

This policy is aimed at our clients, service users, staff and any other third parties interacting with us.

### PERSONAL DATA WE MAY COLLECT ABOUT YOU

We may obtain personal data about you (such as, but not limited to, name, contact details, financial and pay details, identity documents, previous address information, current and previous landlord information, character and work references, employment information/history and criminal convictions) whenever you complete a form for us, whether online or in person.

We may also collect information about you when our staff speak to you about our services.

In addition, we may monitor your use of our website through the use of cookies and similar tracking devices. For example, we may monitor how many times you visit, which pages you go to, traffic data, location data and the originating domain name of a user's internet service provider. This information helps us to build a profile of our users. Some (but not all) of this data will be aggregated or statistical, which means that we will not be able to identify you individually. Please see further the section on '**Use of cookies**' below.

We may also receive information about you from other sources (such as relatives, character references, employment references, previous landlords, referral agencies, commissioning bodies, strategic partners or your solicitors or accountants) which we will add to the information which we already hold about you.

### HOW WE USE YOUR PERSONAL DATA

We may use your data for one or more of the following purposes:

- As part of delivering our services to you
- Where we consider it necessary to be in your vital interests
- Where we are legally required to do so, such as because of a contractual obligation owed to a third party, such as a commissioning body
- For the purposes of assessing your application for services
- Administration
- Direct marketing, where you have specifically consented
- Fraud prevention and detection
- Taking and processing payments
- To notify you of any changes to our website or to our services which may affect you
- Improving our services

## MARKETING AND OPTING OUT

We will not contact you for the purposes of direct marketing unless you have asked us to do so. However, if you have asked us to do so and later you change your mind, you can opt-out at any time with no hassle. To do this, just let us know. See further '**Your rights**' below for details about how to contact us.

## WHO HAS ACCESS TO YOUR PERSONAL INFORMATION?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

**Third Party Service Providers working on our behalf:** We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

## KEEPING YOUR DATA SECURE

We will use technical and organisational measures to safeguard your personal data, for example:

- Access to our systems is controlled by password and username which are unique to the user;
- We store your electronic personal data on secure servers;
- We store your paper records in locked cabinets;
- We train our staff in good records management;

Non-sensitive details (your contact details and preferences for example) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

## INFORMATION ABOUT OTHER INDIVIDUALS

If you give us information on behalf of someone else, you confirm that the other person has appointed you to act on his/her behalf and has agreed that you can:

- Give consent on his/her behalf to the processing of his or her personal data
- Receive on his/her behalf any data protection notices

## HOW LONG DO WE KEEP YOUR DATA FOR?

As a general rule, we will not keep your data for any longer than is necessary to complete tasks or provide you with services. We have a separate policy setting out retention periods for specific types of data. You can ask to see this policy by writing to us, using the contact details under the "**Your Rights**" section below. You also have the right to ask us to delete your data (sometimes known as '*the right to be forgotten*').

## COOKIES

A cookie is a small text file which is placed onto your computer (or other electronic device) when you access our website. If you use our website, we may use cookies to:

- Track your use of the site;
- Recognise you whenever you visit this website (this speeds up your access to the site as you do not have to log on each time);
- Obtain information about your preferences, online movements and use of the internet;
- Carry out research and statistical analysis to help improve our content, products and services and to help us better understand our visitor/customer requirements and interests
- Target our marketing and advertising campaigns more effectively
- Make your online experience more efficient and enjoyable

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website. For further information about cookies and how to disable them please go to: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

If you visit our website when your browser is set to accept cookies, we will interpret this as an indication that you consent to the use of cookies. This includes cookies that are essential in order to enable you to move around the site and use its features and cookies that are not essential but gather information about your use of the site.

## YOUR RIGHTS

You have various rights under the GDPR, including the right to:

- request access to, deletion of or correction of, your personal data;
- request your personal data be transferred to another person; and
- complain to the Information Commissioner's Office (ICO).

To exercise any of your rights concerning your information, please send an email to the following address:

[enquiries@bankslong.com](mailto:enquiries@bankslong.com)

Or write to us at the following postal address:

Banks Long & Co  
26 Westgate  
Lincoln  
LN1 3BD

We may ask you to provide us with proof of your identity. Please do not be offended; this may occur even if we know you. It is a requirement of the GDPR in some cases.

For details of how to contact the ICO, see their website <https://ico.org.uk/global/contact-us/>

## REVIEW

This Policy was last reviewed on 25<sup>th</sup> May 2018.

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version which will apply each time you access our website.