



The safety of our employees, supplier partners, customers, families and visitors remain Mid Ulster Letting and Sales overriding priority.

As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, we are monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization. We are therefore working on a scheduled appointment basis only for office visits and viewings.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire for all

Name(s): _____ Contact Number: _____

Name(s): _____ Contact Number: _____

Property Address being visited: _____

1. Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing, loss of taste/smell)?

Yes No

2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?

Yes No

3. Please indicate that you understand that a maximum of two adults and no children can attend the viewing.

Yes No

4. Please indicate that you understand all social distancing must be adhered to and hand washing facilities will be available at all appointments. We also ask that you do not touch any surfaces as much as possible during the viewing.

Yes No

If the agent feels that you have been at risk of contracting Covid-19, you will be asked to follow Government Guidance and not attend the office and any scheduled appointments will be cancelled. You will be offered a virtual viewing.

Information collected by: _____ Date: _____

Signature: _____

NAME: _____



Tenancy Application Form

Please ensure that you complete all sections of the form and include the following:

1. Application Fee per applicant

(please note that this fee is not refundable – your application will remain on our file for 3months)

Single Application	£30
Joint Application	£45
Triple Application	£65

Incomplete Applications will not be processed – all details must be provided
Applications will not be processed without payment in full

2. Copy of Photographic ID for each applicant (Passport, Driving License etc)

3. Copy of Payslips (last 4 weeks / 2months), P60 or Proof of Income for all applicants

4. If in receipt of Benefits, please submit a statement from NIHE or Universal Credit alongside proof of all other income

FOR OFFICE USE ONLY

Completed Homelet: Date: _____ Received: _____ Paid: _____ Cash / BACS

Landlord Reference: Date: _____ Notes: _____

Proof of Income: Date: _____ Notes: _____

Proof of Benefits: Date: _____ Notes: _____

Forwarded to Landlord: Date: _____ Notes: _____

Outcome: Approved / Declined Move In Date: _____ Deposit Paid: £ _____

Scheme No. 1515430

Telephone 02879301122

4 ADDRESS OF PROPERTY TO BE APPLIED FOR: _____

4.1 YOUR PERSONAL DETAILS [To be completed by the Tenant]

Title: Mr Mrs Miss Other

First name Middle name

Last name

Email

Other/Maiden/Previous name(s) Date of birth / /

Residential Status Property owner Council tenant Private tenant Living with friends/relatives

Employment status Employed Self-employed Retired Independent means

On contract Student Unemployed

Total gross annual income

Your Telephone Your Mobile

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?

NO YES

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.

5 YOUR ADDRESS [To be completed by the Tenant]

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 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 at Address Years Months

Status Owner Rented Living with parents Council tenant Other *Please complete section 6*

Previous Address

Postcode

Period at Address Years Months

Status Owner Rented Living with parents Council tenant Other *Please complete section 6*

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6 YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT [To be completed by the Tenant]

If you are not a private tenant, please move to section 7.

If you are a private tenant please provide the details of the person or company that you pay your rent to now.

Name

Address

Postcode

Telephone Evening Telephone

Email Fax

Please complete section 7

7 YOUR FINANCIAL / EMPLOYMENT INFORMATION [To be completed by the Tenant]

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current Employer Pension Administrator Accountant Self employed (SA302 / SA100) Benefit / Savings / Other

Company Name

Address

Postcode

Contact Name Contact Position

Telephone Fax

Mobile

Email

Your position

Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self employed please indicate your average earnings from the last year*

Basic salary Commission / Overtime

Start Date End Date (if applicable)

Details of savings / benefits:

*Do you have a second job, or additional pension? IF YES, please enter the details in section 8
Will your employment change before the proposed tenancy starts? IF YES, please go to section 8
IF NO, please go to section 9*

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8 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Tenant]

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future employer Second employer Pension administrator Accountant Benefit/other

Company Name

Contact Address

Postcode

Contact Name Contact Position

Telephone Fax

Email *Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Your Position

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self-employed please include your average earnings from the last year*

Start Date End Date (if applicable)

9 ADDITIONAL INFORMATION [To be completed by the Tenant]

• PLEASE NOTE, the information contained within this section is not mandatory for your reference, however your letting agent may require this to assist with your application

Marital status: Single Married Divorced/Separated Other

Are you a smoker? YES NO Do you have any pets? YES NO Details / type of pets

Names and ages of any children / dependents who will be occupying the property

National Insurance Number Nationality

Passport Number

Your next of kin (this should NOT be your spouse):

Name

Address

Postcode

Telephone Relationship

How long known Years Months

Please complete section 10

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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 General Data Protection Regulation ('GDPR')

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.
- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

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. 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 Section 8, 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

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

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

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this application is strictly prohibited. If you receive this application in error please notify us immediately by calling 0330 333 7073.