

TENANT APPLICATION FORM

Property address that you are applying for:

PERSONAL DETAILS	Tenant 1	Tenant 2
Tenant name:		
Telephone number:		
Current address:		
Postcode:		
Tenant date of birth:		
Tenant National Insurance number:		
Tenant email address:		

LANDLORD DETAILS

Current landlord:		
Time at current address:		
Current landlord telephone number:		
Landlord email address (if known)		

WORK REFERENCES

Place of work:		
Length of employment		
Is the position full or part time?		
Is the position permanent or temporary?		
Contact name for reference		
Telephone number		
Email address for person providing reference		

LHA CLAIMANTS (Local Housing Allowance (Housing Benefit))

Type of claim		
Is LHA paid direct to you or your landlord?		
How long has your claim been in place?		

Children Details	Name	Gender	Age
Child 1			
Child 2			
Child 3			
Child 4			
Others			

BEVERS PROPERTY MANAGEMENT (Ltd)



Management for Landlords & Property Lettings

PERSONAL DETAILS (Please tick as appropriate)

Yes OR No

Does any prospective tenant smoke?	
Does any prospective tenant have pets?	
Has any prospective tenant ever been evicted from a previous property?	
Have you ever been issued with ANY type of notice from your landlord or agent?	
Have you ever had any PREVIOUS convictions?	
Are you current on LICENCE / PROBATION / COMMUNITY ORDER (please select as appropriate, if you have answered Yes and disclose FULL detail in the text box below)	
If applicable, please state the name of your Probation Officer or Support Worker	
Have you been charged with any criminal offence for which you have not yet been sentenced?	

If you answered yes to any of the Personal details questions, please give FULL details in the section below:

Important Tenant Information: It is imperative that the information you provide is accurate and correct in order to ensure that your application is processed as quickly as possible.

We reserve the right to search social media and historical and current news articles for the purposes of assessing suitability for an application and upon signing this form you are providing your consent for Bevers Property Management (Ltd) to conduct such searches.

THE TENANTS SIGNATURE UPON THIS DOCUMENT AND ANY SUBSEQUENT TENANCY AGREEMENT CONFIRMS ACCEPTANCE OF THE ABOVE TERMS

PLEASE READ: PLEASE ONLY PRINT YOUR NAME ON THE BELOW DECLARATION, DO NOT SIGN THIS FORM. ONCE YOU HAVE COMPLETED ALL TEXT FIELDS AND RETURNED YOUR APPLICATION, THE FORM WILL THEN BE RESENT SECURELY TO ALL PARTIES REQUESTING YOUR ELECTRONIC SIGNATURE.

I/We consent to Bevers Property Management (Ltd) carrying out reference checks and contacting relevant parties in relation to assessing my/our application. I/We also consent to Bevers Property Management (Ltd) providing our information to all utility companies where required.

Tenant 1 Sign: _____

Tenant 2 Sign: _____

Print Name: _____

Print Name: _____

GRIMSBY OFFICE - Telephone: 01472 507095

25 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LP

Email: lettings@bevers.co.uk

www.bevers.co.uk

Company Registration Numbers: 05907693 (Grimsby) & 06621901 (Hull)

GUARANTOR APPLICATION FORM

Property address for which tenant is applying:	
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<u>PERSONAL DETAILS</u>	Guarantor 1	Guarantor 2
Guarantor name:		
Telephone number:		
Address:		
Postcode:		
Guarantor date of birth:		
Guarantor National Insurance number:		
Guarantor Email Address:		

WORK REFERENCES (If applicable)

Place of work:		
Length of employment		
Is the position full or part time?		
Is the position permanent or temporary?		
Contact name for reference		
Telephone number		
Email address for person providing reference		

Important Guarantor Information: By acting as guarantor for any tenant, you agree that your liability as guarantor will continue for the life of the tenancy whether it be fixed term or periodic. This means that once the initial 6 month fixed term agreement has expired and the tenancy agreement becomes periodic that your liability as guarantor will continue for as long as the tenancy continues and up to the date that the tenancy is legally ended either by the tenants giving valid notice as per the terms of the tenancy agreement or by the tenancy being legally ceased by the Courts or Bevers Property Management (Ltd).

THE GUARANTORS SIGNATURE UPON THIS DOCUMENT AND ANY SUBSEQUENT TENANCY AGREEMENT CONFIRMS ACCEPTANCE OF THE ABOVE TERMS

PLEASE READ: PLEASE ONLY PRINT YOUR NAME ON THE BELOW DECLARATION, DO NOT SIGN THIS FORM. ONCE YOU HAVE COMPLETED ALL TEXT FIELDS AND RETURNED YOUR APPLICATION, THE FORM WILL THEN BE RESENT SECURELY TO ALL PARTIES REQUESTING YOUR ELECTRONIC SIGNATURE.

I/We consent to Bevers Property Management (Ltd) carrying out reference checks where required and contacting relevant parties in relation to assessing my/our application. I/We fully understand that by signing and standing as guarantor for any tenancy that the guarantor/s is liable for any rent or monies due and remaining unpaid under the terms of the tenancy agreement once it has commenced until it is legally ceased:

Guarantor 1 Sign: _____ Guarantor 2 Sign: _____

Print Name: _____ Print Name: _____

APPLICATIONS THAT ARE NOT SIGNED BY ALL PARTIES AND DO NOT HAVE ALL SUPPORTING DOCUMENTATION FOR EACH TENANT ATTACHED WILL NOT AND CANNOT BE PROCESSED, PLEASE ENSURE YOU SIGN WHERE REQUIRED & PROVIDE THE INFORMATION REQUESTED BELOW

Reference Information Checklist

PLEASE USE THE CHECKLIST BELOW TO ENSURE YOU HAVE ALL THE DOCUMENTATION WE REQUIRE TO PROCESS YOUR APPLICATION. PLEASE NOTE THAT YOU WILL NEED TO PHOTOGRAPH/SCAN THESE DOCUMENTS TO US AND SUBMIT THEM VIA EMAIL. APPLICATIONS WILL NOT AND CANNOT BE PROCESSED WITHOUT ALL COMPLETED PAGES OF THIS FORM BEING PRESENT, AND THE SUPPORTING DOCUMENTATION.

Required Information	Tenant 1	Tenant 2
Bank Statements (Last 2 months)		
Photographic Identification (Passport OR Driving Licence)		
Proof of current address (Utility bill less than 1 month old)		
LHA Statement from Local Authority (Last 2 months) - IF APPLICABLE		

	Guarantor 1	Guarantor 2
Bank Statements (Last 2 months)		
Photographic Identification (Passport OR Driving Licence)		
Proof of current address (Utility bill less than 1 month old)		

DATA CONSENT FORM

Tenant 1:		Tenant 2:	
Current Address:			
Date Consent form completed:			

This form is for the purpose of processing your application. The third parties listed below may not apply to you or your circumstances however we do require your consent at the time your application is submitted, should we need to liaise with these people at any time whilst processing your application.

I give permission for Bevers Property Management (Ltd) to contact/inform the following to disclose information and discuss all matters relating to any **prospective** or **existing** tenancy with Bevers Property Management (Ltd)

DESCRIPTION OF SERVICE / AGENCY
Sub-Contractors
Registered Social Landlords
Private Landlords
Local Housing Agencies
Home Options Team
Support / Advice Services
Adult & Young People Services
Local Authority Social Work Department
Police, Fire, Probation & Community Rehabilitation Services
Mental Health / Health / Medical Services
ADDITIONAL NAMED PERSONS (which you may wish to include for us to contact in an emergency)
NAME OF FRIEND OR RELATIVE (Please Specify)
NAME OF PROBATION / COMMUNITY SERVICE OFFICER (Please Specify)
NAME OF SUPPORT WORK / SOCIAL WORKER (Please Specify)

Signature (Tenant/s):

Date:

It is your legal right under Data Protection legislation to change or withdraw your consent at any time. To do this you must inform Bevers Property Management (Ltd) in writing.

CHARGES & UTILITY INFORMATION

Type of charge	Cost
Replacement keys & security devices (note a full lock change will incur materials at cost being recharged and the labour charge @ £20 per hour). Security devices exceeding £20 will be recharged at cost.	£20
Replacement of guarantor on tenancy	£50
Tenancy agreement amends.	£50
Engineer call out to relight boiler after gas supply has been run out by tenant	Recharged at cost
Failure to be at property for appointment already arranged with contractor	Recharged at cost
Unblocking of drains for anything other than toilet paper (baby wipes, toilet wipes, sanitary items, nappies, cooking fat, rice, food waste etc). You will not be charged for standard blockages.	Recharged at cost
Late payment charge for rent	3% above Bank of England base rate in line with legislative requirements
Re-instatement works required at the end of the tenancy where the property has not been left by the tenants and household members in the condition it was in at the outset of the tenancy (in accordance with the agreed inventory signed by all parties at the outset of the tenancy). This includes, but is not limited to, Hygiene, Maintenance, Repairs caused by tenants and household members, Carpet Cleaning, Property Clearance, Decoration, Gardening.	£20 per hour
Tipping & removal of items will be billed as per the cost of labour, transport and tipping charges in accordance with the item (i.e. Fridge / Freezers have a £40 tipping charge, plus transport + labour costs)	Recharged at cost
All tenants are entirely responsible for any legal fees incurred by Bevers Property Management (Ltd) or the owner / landlord of the property incurred and associated with ending the tenancy, recovery of rent arrears and any monies due for reinstatement or otherwise under the terms of the tenancy agreement. Where the tenant does not pay any fees or costs due, the guarantor (s) will be responsible for repaying the amounts in full.	Recharged at cost

UTILITY INFORMATION

We will inform the utility suppliers of your name and move in date and provide them with meter readings to open the accounts on your behalf before you move into a property, when permitted to do so by utility companies.

IF YOU DO NOT CLOSE THE ACCOUNTS ONCE YOU VACATE THE PROPERTY, YOU MAY REMAIN LIABLE FOR BILLING CHARGES THEREFORE IT IS VERY IMPORTANT YOU DO THIS WHEN YOU VACATE AS DO NOT DO THIS FOR VACATING TENANTS.

REFERENCES

We will provide references to other landlords / agents / 3rd parties if requested to do so.

You will be required to pay a holding charge of £20 prior to any reference being completed. Once the reference has been completed and sent to the requesting party, **we will refund the holding charge to you in full.**

You will need to have completed and signed a Data Protection Form naming that party. Note that we will only answer the questions the other party asks following a direct request from that party and will we not issue written references directly to a tenant.

Any of the above charges will be payable within 7 days from the date at which the charge is applied
All Charges are subject to VAT & Invoices / Receipts will be provided to support all costs

General Data Protection Regulation

PRIVACY NOTICE

Collect

What information will we collect and how?

We will collect the following Information from you at the time of your original enquiry: Name, Contact Telephone Number, and email address. This information will be collected via email, Social Media (direct message), Telephone or in person. At the time of your application we will collect more in-depth data from you such as: your current address, Current landlord's details, place of work, National Insurance Number, date of birth, financial circumstances, and additional third-party information.

Use

How and why we use your personal data?

We will use your personal data if we have a legitimate reason for doing so, E.g. During the application process we will use your data to obtain references, conduct identity checks, to determine affordability, and to comply with our legal and regulatory obligations. During your tenancy with us, we will also use your personal data to liaise with third party contractors, and outside agencies as per your Assured Shorthold Tenancy.

Share

Who will we share your personal data with?

We will share your personal data if we have a Legal Obligation to do so. We will share your personal data for the purpose of processing an application and we will share your personal data during your tenancy with us. The people we share your information with may include your workplace, external agencies, social Housing providers, private landlords, Police, Fire and health/medical services, Home options team, and Support/Advice Services. We may also share your personal data with the third-party contractors to carry out maintenance works during your tenancy with us.

Store

How will we store your personal data?

Applicable to Prospective, Current, and former tenants, from the outset of your enquiry your Personal Details will be stored on our secured, password protected Databases and servers. Hard copies of your information will be stored within our locked premises where only Bevers Property Management (Ltd) Representatives will have access. All our Data recording systems and files are renewed annually. If we have no legitimate reason for storing your data, we will archive and store this unless requested otherwise.

You Rights

Under the General Data Protection Regulations, you have the following rights

To request a copy of the data we hold for you and how we process it.

To rectify to inaccurate data.

To withdraw your consent at any time unless you are a current tenant, by which you are under obligation and if you choose to withdraw your data from us, you are in breach of your tenancy. If you wish to withdraw your data consent, you must do so in writing.

To object to the processing, storing and sharing of your personal data.

To be informed clearly of how we use, store, and share your personal data.