



HOLLAND  
BROADBRIDGE

Agriculture House, 5 Barker Street  
Shrewsbury, Shropshire. SY1 1QJ  
01743 357000 sales@hbshrop.co.uk  
lettings@hbshrop.co.uk  
www.hbshrop.co.uk

APPLICATION FORM FOR RENTED ACCOMMODATION

NAME OF PROPERTY APPLIED FOR \_\_\_\_\_

FULL NAME \_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

(M) \_\_\_\_\_

EMAIL \_\_\_\_\_

OCCUPATION \_\_\_\_\_

DATE PROPERTY REQUIRED \_\_\_\_\_

DO YOU HAVE ANY PETS? YES/NO

HOUSING BENEFIT? YES/NO

If yes, are you claiming part or full Housing Benefit? \_\_\_\_\_

HOW LONG DO YOU WISH TO RENT THE PROPERTY FOR?

6 months only [ ] 6-12 months [ ] 2 Years+ [ ]

HOW DO YOU WISH TO PAY THE RENT?

Monthly [ ] 6 months in Advance [ ]

DO YOU HAVE ANY SPECIAL REQUIREMENTS? If yes, please state below

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[www.hbshrop.co.uk](http://www.hbshrop.co.uk)

## TERMS AND CONDITIONS

- Acceptance or refusal of an application at any time is at the sole discretion of the Landlord or Agent
- All tenancies are based on an Assured Shorthold Tenancy and will be for a period of 6 or 12 months
- Should an applicant withdraw their application after a holding deposit (equivalent to one week's rent) has been received the deposit will be **non-refundable**
- All surety deposits, equivalent to five weeks rent, will be protected under the Deposit Protection Service, My Deposits or The Dispute Service
- Applicants who bank with Lloyds Bank, The Royal Bank of Scotland and Halifax are asked to supply three months of their latest bank statements in lieu of a bank reference. These are to be provided on applying for a property
- A valid form of ID (passport, driving licence or VISA when required) must be provided when applying for a property

I agree to the above Terms and Conditions

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Authorisation Form

Dear Sir or Madam,

I \_\_\_\_\_ hereby authorise  
you to release to Holland Broadbridge information relating to my  
employment, income or current/ previous tenancies as requested.

I would be grateful if you could please respond promptly to  
facilitate processing of my application for rented accommodation.

Thank you

Yours faithfully

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

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**Status Enquiry**

To the bank Manager - Bank Name - \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Customer Name(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_ Sort Code \_\_\_\_\_

**Please supply your opinion as to the means of the above customer regarding the following commitment:**

**Information requested for RENTAL PROPERTY**

Amount per Payment \_\_\_\_\_

Frequency of Payment \_\_\_\_\_

Please quote reference \_\_\_\_\_

**Consent**

To be signed by the customer who is the subject of the enquiry, in accordance with signed mandate held by the bank.

I/We \_\_\_\_\_ authorise \_\_\_\_\_

Bank to provide a status enquiry on me/us.

I/We understand that a copy of the banks reply can be sent to us on request.

I authorise my bank to debit the amount needed for this bank enquiry from the above account.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Enquiry From: **Holland Broadbridge** Attention of: **Mrs F Kavanagh**

Agriculture House 5 Barker Street  
Shrewsbury Shropshire SY1 1QJ

tel **01743 357000**  
email **sales@hbshrop.co.uk**  
email **lettings@hbshrop.co.uk**

## GUIDANCE NOTES FOR PROSPECTIVE TENANTS OR GUARANTORS

### COMPLETING YOUR APPLICATION

To ensure we can provide a quality service please check the application form is fully completed, signed and legible. Please use CAPITAL LETTERS throughout.

#### POORLY COMPLETED APPLICATION FORMS MAY RESULT IN DELAYS

The application form is three pages long, please answer all relevant questions. Section 1 of the application form is for completion by the letting agent.

IF YOU ARE SELF EMPLOYED OR HAVE LIVED AT YOUR CURRENT ADDRESS FOR LESS THAN 3 YEARS YOU MUST COMPLETE THE RELEVANT SECTIONS ON THE FORM.

**Providing false information on the application form may lead to your application being declined.**

### HELP US HELP YOU

We appreciate you wish to move into your new home with the minimum of fuss. We will do all we can to efficiently process your tenant reference. However, in some instances employers and landlords (despite our best efforts and daily calls) will delay the process.

You can help by contacting them ahead of time and asking them to deal with our enquiry quickly. In some instances they may also require written confirmation so a template authorisation letter is enclosed for you to complete.

### RESIDENCY/ID

To verify your credit check we will attempt to locate you on the electoral roll register. Many people now, even sometimes by mistake, remove themselves from the edited version of the electoral roll and we are unable to locate them. For this reason we always recommend you provide the agent with proof of residency for your current address.

Your proof of residency must be less than 4 months old and preferably from the following selection:

Utility bill, council tax bill, mobile phone bill, credit card statement or invoice (Visa, Mastercard, Diner or Amex), polling card or a letter from your local council advising you are included in the full electoral roll.

You should provide your landlord/agent with proof of ID, this should be sufficient to allow the landlord/agent to establish your citizenship status and right to rent.

You will need to supply the following:

UK, EEA countries and Switzerland – *Passport or national identity card*  
All other countries – *Biometric Residence Permit or passport containing a UK immigration stamp.*

If you cannot supply the above information please speak to your landlord or letting agent.

### WHY YOU MAY REQUIRE A GUARANTOR

The following list provides examples of why you may be required to provide a guarantor:

- Insufficient income
- On a temporary contract
- On a fixed term contract that ends before the tenancy
- Minor problems reported by your current landlord
- Declared poor credit history
- Student or Unemployed
- Unable to provide proof of residency

If you believe you may require a guarantor please discuss it with your agent. On these occasions we recommend you have a guarantor application completed in case it should be required.

Please note that guarantors must be UK resident, over 21 years of age, earn three times the annual rent and have a clean credit history.

### THE AUTHORISATION LETTER

It is common practice for employers, previous landlords and other referees to request written authorisation from you before they will release information to us. We have therefore included a template of an authorisation letter for your use. We ask you to complete by inserting your name, full address and signature. We will use this letter when requested by your referees.

### DATA PROTECTION

LetsXL Limited is registered with the Information Commissioner's Office (No. Z8281652).

Your letting agent will only be able to advise the overall grading we have provided. No additional information will be provided.

Your data will be fully protected and no details can be used without your permission, unless required by law.

Our privacy policy is attached to this application. For the latest version please visit [letsxl.co.uk/privacy-policy](https://letsxl.co.uk/privacy-policy).

### INCOME ASSESSMENT

We will verify your income levels, normally through your employer, but on some occasions we may ask for additional information. This is usually when there are problems verifying the information, if you are self-employed or work for a family business.

We will need to see evidence that you earn 2.5 times the monthly rent. This is increased to 3 times for Guarantors.

For applicants who are unemployed we will require evidence of benefits showing eligibility for LHA.

### WHY YOU ARE ASKED FOR THE NEXT OF KIN DETAILS

We require this information for traceability purposes and the details will not be used for any other reason.

### COMPANY APPLICATIONS

Company references are only available for incorporated companies who have filed at least one year's financial information with Companies House.

### STILL NEED MORE HELP?

Your letting agent will be able to assist you with most queries and they are contactable on the number noted above.

If you wish to check the likelihood of your application being successful please go to our eligibility checker - [letsxl.co.uk/eligibility](https://letsxl.co.uk/eligibility)

If your letting agent is not available or they refer you to us you may contact our customer care team by:

Phone: 01492 523599

Email: [tenant.referencing@letsxl.co.uk](mailto:tenant.referencing@letsxl.co.uk)

# APPLICATION FORM (TENANT)



Agent Own Reference (optional):

Holland Broadbridge

12057

Tel: 01743 357000

Fax:

**Please use black ink and CAPITAL LETTERS throughout the form.**  
 Providing false information on the application form may lead to your application being declined.  
 Only by providing complete information can we ensure your application is dealt with quickly and efficiently.

**SECTION 1 – TENANCY DETAILS – TO BE COMPLETED BY THE LETTING AGENT**

PRODUCT SELECTION (Please tick one box only) Credit Check  Full Reference   
 Assure 6  Assure 6 International  Assure 12  Advance 6  Advance 12  Advance-Xtra 6  Advance-Xtra 12

Tenancy Address:      Postcode:       Address:

No. Bedrooms:

Will this be the applicant's principle residence?    Yes  No       Will the property be let on an AST?    Yes  No

Total Monthly Rent : £       Tenancy Term (Months):       Tenancy Start Date :  /  /

Total Number of Tenants:     This applicant's share of the rent: £       Tick if applicant paying full rent up front:

If more than one applicant, are the only applicants responsible for the rent a couple?    Yes  No       Move Service:

Please list any other applicants' over 18 being referenced below:

1 <input type="text"/>	2 <input type="text"/>
3 <input type="text"/>	4 <input type="text"/>

**SECTION 2 – PERSONAL DETAILS – TO BE COMPLETED BY THE APPLICANT**

Title:       Full Name:

Previous Name(s) (including maiden name):

Date of Birth:  /  /       National Insurance No.:  *Employers request this in order to provide a reference.*

Nationality:       Have you been resident in the UK for the last 9 months?    Yes  No

Current Address:      Postcode:       Address:

Time at Address:    Yrs     Mths     Tel:       Mobile:

Email (use capitals):

Status:      Owner       Council Tenant       Private Tenant       Family / Friends       Occupational

Are you aware of **ANY** adverse credit history (including any CCJ's, IVA's, bankruptcies within the last 6 years)?    Yes  No

Please also tick Yes if you are currently in rental arrears or debt management and provide details below.  
*Please answer this question honestly and include all relevant details.*

If yes, please detail below giving dates, amounts and any explanations. Continue on a separate sheet if required.

**SECTION 3 – PREVIOUS ADDRESSES – TO BE COMPLETED BY THE APPLICANT** Please provide all previous addresses for the last 3 years

Previous Address:      Postcode:       Address:

Date Moved in:  /  /       Date Left:  /  /

Status:      Owner       Council Tenant       Private Tenant       Family / Friends       Occupational

If 'Private Tenant' please supply Landlord / Letting Agent Name:       Telephone Number:

**SECTION 3 – PREVIOUS ADDRESSES – Continued**

Previous Address: Postcode: Address:

Date Moved in: / / Date Left: / /

Previous Address: Postcode: Address:

Date Moved in: / / Date Left: / /

**SECTION 4 – INCOME DETAILS – TO BE COMPLETED BY THE APPLICANT**

Employed for less than 3 months, changing employment or second job? Also complete Section 5. Self Employed? Also complete Section 7

Status: Employed  Self Employed  Fixed Contract  Temporary Contract  Zero Hour  Maternity   
Retired  Private Means  Unemployed  Student

Company / Agency Name:

Contact Name: Address:

Postcode:

Tel: Fax:

Mobile phone numbers are not acceptable

Email (use capitals):

**IMPORTANT** – Within the income details please include regular commission/bonuses in the Commission Income box; we will count 50% of this commission figure towards your total income. If you earn commission only, state the actual amount earned over the last 12 months; we will count 100% of this figure towards your total income. In the Other Income box include only regular benefits that you are likely to be still receiving in 12 months' time. We may consider up to 100% of this figure towards your total income.

Self-employed applicants should state their Taxable Income (after deductions for materials, expenses etc.) for the previous year.

Gross Basic Salary/Pension Per Annum: £ Position Held:

Other Income (Benefits etc): £

Employment Start Date: / / Payroll, Service, Pension No.:

Is the position Full Time  Part Time  (25 hrs or less) Permanent? Yes  No  If No, end date: (if known) / /

If you have a guarantor who is making a contribution towards your rent please enter the monthly contribution here: £

Are you aware of any reason why your employment may change within the next 6 months? E.g Maternity leave Yes  No

If yes, please detail below giving dates, salary changes and any explanations. Continue on a separate sheet if required.

**SECTION 5 – FUTURE / PREVIOUS / 2<sup>nd</sup> JOB EMPLOYMENT DETAILS – TO BE COMPLETED BY THE APPLICANT**

Company / Agency Name:

Contact Name: Address:

Postcode:

Tel: Fax:

Employment Start Date: / / End Date: / / Tick for Future Employment:  2<sup>nd</sup> Job:

If future / 2nd employer please complete the salary details below as per the instructions in Section 4

Gross Basic Salary/Pension Per Annum: £ Gross Commission Income Per Annum: £

Other Income (Benefits etc): £ Position Held:

**SECTION 6 – CURRENT LANDLORD / LETTING AGENT DETAILS – TO BE COMPLETED BY THE APPLICANT**

As some letting agents provide a let only service, the details here should be the person/company to whom you pay the rent.

Landlord / Agency Name:

Postcode: Address:

Tel: Fax:

Email (use capitals):

**SECTION 7 – ACCOUNTANT DETAILS – TO BE COMPLETED BY SELF EMPLOYED APPLICANTS**

Tick here if you complete your own self-assessment tax returns:  Please enclose a copy of your last year's tax return with this application.

Practice Name:

Postcode:  Address:

Tel:  Fax:

Contact:

Email (use capitals):

**SECTION 8 – BANK ACCOUNT DETAILS – TO BE COMPLETED BY THE APPLICANT**

Bank/Building Society Name:  Postcode:

Address:

Tel:  Account No.:  Sort Code:

Account Name:

*This information will not be used by LetsXL for payment purposes.*

**SECTION 9 – NEXT OF KIN DETAILS – TO BE COMPLETED BY THE APPLICANT**

Name:

Postcode:  Address:

Tel:  Relationship:

*By completing this section you are confirming you have permission to provide this data.*

**SECTION 10 – ADDITIONAL OCCUPANTS WHO ARE OVER 18 AND NOT BEING REFERENCED – TO BE COMPLETED BY THE APPLICANT**

Name:  Relationship:

Name:  Relationship:

Name:  Relationship:

**SECTION 11 – ADDITIONAL INFORMATION – TO BE COMPLETED BY THE APPLICANT**

Ages/Sex of Children: /  /  /  /  Do any occupants smoke? Yes  No

*The above information is specifically required for LHA claimants. Other information in this section will be useful to the agent but is not used by LetsXL.*

Please list any pets:

**SECTION 12 – DECLARATION**

**Before signing this application please ensure that the form is fully complete as missing information may cause delays.**

I/We hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and that the results of the findings will be forwarded to the appointed letting agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/We agree that LetsXL Limited (the Data Controller) may search the files of a credit reference agency which will keep a record of that search. I/We also agree that any search will be made on an 'opt in' basis. I/We agree that whilst I/we remain in the property now applied for LetsXL may carry out periodic credit searches (under instruction from the letting agent/landlord) to assess my/our continued suitability for the tenancy. I/We also understand that no details of the search will be given to me/us by the letting agent and/or the landlord but I/we may request the name and address of the referencing agencies to whom I/we may apply for a copy of any information provided. I/We agree that LetsXL may use a third party for data entry which may require data to be sent outside the UK, this will be in accordance with current Data Protection legislation. I/We also confirm that information supplied in this form will be shared with a credit reference agency and may be accessed in the future. This includes my/our defaulting on the rental agreement, which may affect any future application for credit I/we may make. This application falls under the provisions of Ground 17 of the Housing Act 1996. If any information in this application form is untrue it may be grounds to terminate the tenancy.

I have received a copy of LetsXL's Privacy Policy Yes  No

You can also view this at [letsxl.co.uk/privacy-policy](http://letsxl.co.uk/privacy-policy)

*LetsXL can provide additional products/services to assist with your move.*

We can provide you with a no obligation quote for Tenant's Liability Insurance (this may be a requirement for your tenancy and covers your liability to the landlords property) or Tenant's Contents Insurance. This will protect your own personal belongings as these will not be covered by any insurance the landlord may have.

Please contact me with a no obligation quote for Tenants Liability/Contents Insurance Yes  No

We can (via a 3<sup>rd</sup> party) assist with your change of address, utilities and media when you move home. This service is FREE of charge.

Please contact me with regards to this service Yes  No

Sign & Date

/  /

*It is common practice for employers, previous landlords and other referees to request written authorisation from you before they will release information to us. The final page is an authorisation letter which we ask you to complete by inserting your name, full address and signature.*



We have provided this Privacy Policy to help you understand how we may collect and use your personal information when you visit our website or use any of our products or services.

Any question with regards to this policy should be sent by email to [dataprotection@letsxl.co.uk](mailto:dataprotection@letsxl.co.uk) or by writing to our registered address below.

Your use of our services will indicate your acceptance of this Privacy Policy and as having granted us the permissions set out below.

#### Who we are

The data controller is LetsXL Limited ("LetsXL", "we", "us" or "our") registered in England and Wales No. 4355737. Our registered address is 49 Conway Road, Colwyn Bay, LL29 7AW. We provide support services to the lettings industry including tenant referencing, warranted references and specialist insurances. LetsXL operate solely in the United Kingdom and offer insurance and financial products or services.

LetsXL Limited are authorised and regulated by the Financial Conduct Authority for insurance mediation activities only. Our Financial Services Register number is 308416. You can check this on the Financial Services Register by visiting the FCA's website "<https://register.fca.org.uk/>" or by contacting the FCA on 0800 111 6768.

We are registered with the Information Commissioner Office as a data controller under the data protection act 1998. Our registration number is ZB281652.

#### What information we collect and how

We may collect personal information when you register as a customer with us, use one of our products and services - possibly via a 3rd party such as a letting agent or landlord, request product information or when you respond to communications from us. We do not collect any special categories of data.

The information that we collect either via our website, fax, email, over the telephone, via an upload facility or via a 3<sup>rd</sup> party such as a letting agent/landlord may include:-

Any personal details that you type in or submit such as your name, current and previous addresses, e-mail address, telephone number(s), date of birth, Employment/Income details, identity documents such as a passport, work permit or other photo ID and other information relevant to the service being requested/provided. Information obtained from credit referencing agencies or other 3<sup>rd</sup> parties we may contact in the course of the service or product being provided.

Your IP address (this is your individual identification number on your computer for internet connection) that is automatically logged by our web server. This is used to note your interest in our website. We do not currently use cookies.

Your preferences and use of e-mail updates that are recorded by e-mails we send you (only if you have selected to receive e-mail updates on products and offers).

All our telephone calls are recorded for training and monitoring purposes. If you are providing bank or payment details over the telephone call recording is paused whilst you do this. Any online payment facility is provided by the 3<sup>rd</sup> party payment provider and we do not hold or store card details.

#### Specific to:-

##### Tenant Referencing Services:

During the course of processing your application we may request additional information to support your application. The information may include Bank Statements, Tax Returns, Pay Slips, Proof of Benefits, Address or Identity. Any paper copies will be destroyed upon completion of your application, electronic copies may be kept on our secure external servers as described below.

#### What we do with your information

##### Specific to:-

##### Tenant Referencing Services:

Your information will be used for assessing your suitability for a tenancy/as a guarantor for a tenancy or your 'Right to Rent' a property. This may include obtaining Credit status information, contacting referees and further investigation to confirm your identity and validity of the information supplied. Our findings and some of the data you supply will be shared with 3<sup>rd</sup> parties such as the letting agent and/or landlord to whom the property applied for belongs/is managed by, insurers or associated companies where required by any policy the landlord may have on the property you are renting. Should you default on a tenancy owing rent we may use the information supplied for traceability purposes.

##### Insurance Services:

Your information may be used to offer insurance quotes, issue policies and offer renewals. Your data may be shared with insurers or other 3rd parties for the purposes of insurance administration by the insurer, associated companies, its agents and us and by reinsurers, assessing your credit status, affordability and to establish accuracy of information provided.

##### Suppliers/Customers:

Your information will be used to enable us to do business with you or for you to do business with us and to keep you up to date with our products and services.

##### In general:-

Your information may be disclosed, if we are legally required, to regulatory bodies or law enforcement agencies for the purposes of fraud and crime prevention or compliance monitoring or enforcement.

Your information may be used for research and statistical purposes. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. Where this happens, we will ensure that anyone to whom we pass your information agrees to treat your information with the same level of protection as if we were dealing with it.

If you give us information about another person, in doing so you confirm that they have given you permission to provide it to us to be able to process their personal data (including any sensitive personal data) and also that you have told them who we are and what we will use their data for, as set out in this notice.

We do not send any of your data to any other company for marketing purposes unless you have given us permission to do so. We may use your data to offer you other LetsXL products that we may think will be of interest to you, if you have given us permission to do so. We never sell or provide your data to any marketing list companies.

#### Your rights.

In the case of personal data, with some exceptions, you have the right to access and if necessary rectify information held about you. You also have the right to request certain information is removed from our system. This is restricted by certain limitations as explained below. We will not charge a fee for this unless the request is excessive or repetitive.

We cannot provide or change Credit information, to do this you would need to contact the credit reference agency we use. This information will be supplied on request.

#### How long do we hold your data?

There are certain legal requirements that we need to adhere to. For insurance products we are required to retain data for 7 years after a contract has ended. For reference products we hold data for as long as the tenancy originally applied for is active and for a minimum period of 2 years after this date. Some information may be required to be retained for accounts purposes, we are required to hold this for a minimum of 6 years. If you request us to remove information but there is an on going investigation we will not be able to do this until this has been concluded.

#### Where is your data stored?

All electronic data is stored securely off site with a reputable hosting company.

#### Where can I get an up to date version of your Privacy Policy?

We may change this policy from time to time, an up to date version of our Privacy Policy is always available on our website at [www.letsxl.co.uk/privacy-policy](http://www.letsxl.co.uk/privacy-policy).

Last updated May 2018

Re: Tenancy Agreement References requested from LetsXL Limited

Date:  /  /

I  of   
(Your name) (Your current address)  
  
(Your current address - continued)

hereby authorise you to release to LetsXL Limited information relating to my employment, income or previous tenancies.

Please respond promptly to facilitate processing of my current application for rented accommodation.

Thank you.

Yours faithfully,

(Sign & date here)

(Print name)