

Application for Assured Shorthold Tenancy

Please complete all areas in FULL with post codes where applicable
Failure to do so will result in delays to your application

Property Address: Flat 3 castle Place, Rayleigh

Monthly Rent: £ 845pcm

Term of Initial Tenancy:.....

Applicant's Details:

Name: Mr/Mrs/Miss/Ms. Timie Smith

Date of Birth: 10.09.1995 National Ins No:

Full Current Address inc post code: 37 Danbury Way,
Wendford Green, Essex, IG8 7EZ

Date Occupied:..... Date Vacated:.....

Previous Address inc post code:

Date Occupied:..... Date Vacated:.....

Please note we require your addresses for the past three years. Please write on a separate piece of paper if more than two addresses.

Home Tel: 0208 504 9246 Mobile Tel: 07480 257 004

Email Address: timie.ann.smith@outlook.com

Please circle current Situation:

Owner Council Tenant Private Tenant With Parents Other

Reason for Leaving: Parents can no longer accommodate myself and my daughter.

Have you any current, historic or pending adverse credit likely to affect your application? YES/NO

Please Supply Details:

Do you have any pets? YES/NO if you do have a pet, a deposit may be required by the landlord.

Please give details:

Please provide photographic ID

PLEASE NOTE WE DO NOT TAKE CREDIT OR DEBIT CARDS

A GUARANTOR WILL BE REQUIRED IF YOU ARE CLAIMING BENEFITS

References:

Please supply as much detail as possible including post codes, telephone numbers and email addresses to speed up the referencing process.

Applicant's Character Reference: (someone you have known for a minimum of 2 years, not a family member)

Name: Mr/Mrs/Miss/Ms..... Jodi Dolan

Full Address inc postcode: 24 Westfield Park Drive,
Woodford Green, Essex, IG8 8FD

Telephone No: 07930 669569..... Fax No:

Email Address: jodidolan@sky.com

Applicant's Employment Reference:

Occupation: SALES SUPPORT

Current Salary – Annually - £ 28,000

Name of Company and relevant Line Manager: BENE GMBH..... ELSPETH NILSON

Full Address inc postcode: 47-53 ST. JOHNS STREET, FARRINGDON EC1M 4AN

Telephone No: 02076891234..... Fax No:

Email Address: elspeth.nilson@bene.com

Applicant's Previous/Existing Landlords Reference: Please Circle

Name: Mr/Mr/Miss/Ms.....

Full Address inc postcode:.....
.....

Telephone No:..... Fax No:

Email Address:

Applicant's Next of Kin: Shenree Smith (mother)

Full Address inc postcode: 37 Danbury Way, Woodford Green,
Essex, IG8 7EZ

Telephone Number: 0208 504 9246 / 07939 435 485

Guarantor Details:

Please note that if you claiming Local Housing Allowance (Housing Benefit) you must supply us with details of a home owning Guarantor. They will be asked to supply copies of their bank statements for the last 3 months and/or the last three month's wage slips. If they are a Home Owner (no outstanding mortgage payments), they will be requested to sign a Legal Guarantor Undertaking.

Name: Mr/Mrs/Miss/Ms GARY SMITH Date of Birth 8th APRIL 1958

Full Address inc postcode: 37 DANBURY WAY, WOODFORD GREEN, ESSEX, IG8 7EZ

Previous Address inc post code:

Date Occupied: 1985 - 2006 Date Vacated: N/A

Please note we require your addresses for the past three years. Please write on a separate piece of paper if more than two addresses.

Telephone No: 07932 092153 Fax No:

Email Address: gary.smith.1234@outlook.com

Additional Required Information

Do you smoke? YES / NO

Number of Children: 1

Number of people residing in the property over the age of 18: 1

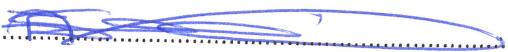
Anyone over the age of 18 will need to be referenced and appear on the tenancy agreement.

Please be aware that on the day you sign your Tenancy Agreement you will be required to pay one month's rent and one month's deposit in cash or banker's draft before the keys can be released to you. If you wish to pay by cheque we will need 7 days for cleared funds.

Please provide photographic proof of identity in the form of a driving licence or passport and a copy of a current utility bill.

Declaration

I confirm that the supplied information is true and may be verified. I understand that should the information provided by me/us on this form prove to be untrue, it is grounds for termination of the tenancy as prescribed in Ground 17 of the Housing Act 1996. DATA PROTECTION ACT: information provided by you on this form may be verified and held by Prime Property Management in its records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. Prime Property Management may search the file of a credit reference agency. Any information obtained by Prime Property Management may be passed onto other Agents and Landlords.

Applicants Signature: 

Date: 13.05.2019

PLEASE BE AWARE THAT PRIME PROPERTY MANAGEMENT DO NOT ACCEPT
DEBIT OR CREDIT CARD PAYMENTS.

Bank Account Details for payment of admin fee:

Barclays: 33755738 23195929.

Sort Code: 20 19 95

Amount:

Ref:

Account: Prime Current Account

Sent Admin fee on
the 13.05.2019



Dear Employer/Accountant/Landlord

Prime Property Management has been requested to complete an assessment regarding one of your employees/clients/Tenants

To assist us with our assessment we will be carrying out some background and financial checks. Part of the checks involves confirming their financial details.

Below you will find a signed declaration from your employee/client/Tenant giving their permission for you to supply the information required.

I hereby consent to my employer/accountant/Landlord to provide Prime Property Management with the information they require to process my application and I give authority for Prime to carry out full credit checks.

Applicants Signature

Print Name: Timie Smith

Date: 13.05.2019

13 - Consent

This section should be completed by the TENANT.

PLEASE READ 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.

Your reference will be completed by Rentshield Direct on behalf of your letting agent and/or landlord. Rentshield Direct is part of the Barbon Insurance Group Limited. For the purposes of this application, Barbon Insurance Group Limited is the Data Controller as defined in the Data Protection Act 1998 (the "Act")

In order to complete your application, Rentshield Direct will consult with a number of sources to verify the information, including a licensed credit reference agency.

As a result of the information received:

- 1) Rentshield Direct will pass on any relevant information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- 2) By consulting with a credit reference agency, Rentshield Direct 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 Rentshield Direct use in order to contact them for a copy of the information they hold.
- 3) Rentshield Direct may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Rentshield Direct.

Information may be sent to you and your nominated referees by email. This information will just be sufficient 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 will be grounds to terminate the tenancy agreement.

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 Rentshield Direct 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 Rentshield Direct 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 income, dates of employment and previous tenancy term.

Signed

Date

13.05.2019

Full Name

Julie Ann Smith

Did you know...

We also offer a range of insurance products and services specifically tailored for tenants. Whether you're looking to insure your possessions that matter most to you, or protect yourself in case you accidentally damage your landlord's fixtures and fittings, we may have a product to suit your needs. We're sure you'll find our prices to be competitive...call us on 0800 035 8255.

If you don't want us to contact you via phone or post about our other services, please tick this box [] We will never pass your details on to a third party unless we ask for your express permission. You can unsubscribe from our marketing lists at any time by emailing marketing@rentshielddirect.com. Rentshield Direct and other Barbon companies would like to contact you occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit you as a tenant. If you're happy to receive such information, please tick this box []

Confidentiality note: The information contained within this application is being transmitted and is intended only for Rentshield Direct. 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 01526 771300. Rentshield Direct is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority. Registered in England number 3135797.

Privacy Policy

Prime Property are committed to protecting the privacy of our clients and fully supports the Data Protection Act. The information we collect from you is only what is required to provide you with the information or services you have requested.

When you submit your personal details to us you will be deemed to consent to its use by Prime Property in the ways described below.

Personal Information

Prime Property use your personal data to deliver services to you, conduct searches about your identity, your current and past addresses, your right to live in the UK and your credit history to meet applicable laws and to provide a recommendation to landlord clients on your suitability as a tenant. As part of our referencing process we do access all forms of Social Media including, but not limited to, Facebook, Instagram, Linked In etc.

Information about you is shared with partners as described in this policy who have undertaken to hold your personal data in compliance with applicable laws.

What Information is collected

We collect and process personal data about you when you interact with us, be it via telephone, email, completed application forms or any other form of contact. This is the personal data which you give us (which normally includes name, address, telephone number, email address, date of birth, credit history, previous addresses, identification).

What information do we receive from third parties?

Sometimes we will receive information about you from third parties, in particular:

- Previous or current Landlords for the purpose of referencing
- Enquiries through property portals when you request further information on a property or request information of contact from us.
- Other agents and/or companies for the purpose of referencing
- Information from Social Media platforms for the purpose of referencing
- Information from the Land Registry for the purpose of referencing

- Utility Companies where we are required to do so to adhere to a tenancy agreement,
- Reference companies to obtain references and credit checks for letting a property
- Block Managers where a let property is a leasehold property,
- Inventory companies who conduct check in and check our reports,
- Other estate agents when acting as a sub-agent on our behalf,
- Insurance and Warranty companies if you have decided to buy a product or service through us.

Personal data may be shared with Government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our legitimate interests in compliance with applicable laws.

In the event we sell or integrate our business with another business, your details will be disclosed to our advisers and any prospective purchaser's adviser and will be passed to the new owner of the business.

How long will you retain my data?

Where we process personal data in connection with performing a contract, we keep the data for 7 years from our last interaction with you.

What rights do I have?

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data.

In addition you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we required by law to keep or we have a compelling legitimate interest in keeping.

To exercise any of these rights you can get in touch with us using the details set out below. If you have unresolved concerns you have the right to complain to the ICO (Information Commissioner's Office)

How we use the information, and what is the legal basis for the use?

We process this personal data for the following purposes:

- To fulfil a contract, this includes:
Providing our services including processing personal information in connection with a property letting arrangement for the transfer of funds or by or to third parties
Communicating with you

- As required by us to conduct our business and pursue our legitimate interests, in particular:
We will use your information to provide services to you before we have a contract with you (for instance sending potential tenants property details) and to respond to any comments or complaints you may send us,
We use information you provide to investigate any complaints received from you or others about our services or properties that we deal with,
We will use data in connection with legal claims, compliance, regulatory and investigative purposes as necessary (including disclosure of such information in connection with legal processes or litigation).

- For purposes which are required by law:
To verify your identity, and
In response to requests by Government or Law Enforcement authorities conducting an investigation.

Withdrawing consent

Wherever we rely on your consent you will always be able to withdraw your consent, although we may have other legitimate legal grounds for processing and retaining your data for other purposes, such as those set out above.

Who will we share this data with, where and when?

- Solicitors and other agents for legal advice relating to your property
- Any other named party to a signed contract, such as your Landlord or Tenant;
- Third parties who provide services to the property for maintenance and repairs, including electricians, plumbers, builders, etc)
- Surveying companies for surveying services as required,

How do I get in touch?

Email: sarah@primepropertymanagement.co.uk

Telephone: 01702 461522