

## 1 Tenancy Details (To be completed by the Letting Agent)

ASN/Agent Code

Property Address  Postcode

Total rent per month £  Tenant's share of rent per month £

Let type: Managed ☐ Rent collection ☐ Let only ☐

Property type: Detached ☐ Semi detached ☐ Flat ☐ Terraced ☐ Bungalow ☐

When was the property built? (Year)  Tenancy Term (Months)

Number of Tenants  Tenancy Start Date

Is the full term being paid in advance? Yes ☐ No ☐ Is a financial reference required? Yes ☐ No ☐  
(If rent is paid in advance)

Product type: Ultimate ☐ Express ☐

Do you want us to perform a Right to Rent check? Yes ☐ No ☐ Additional cost of £15 for this service

*If you have chosen to complete a right to rent check, please obtain the relevant document from your applicant. If you are in doubt of which one is the correct document, you can visit our document library on your agent portal to download a guide.*

## 2 Personal Details (To be completed by the Tenant)

Title  First Name(s)  Middle Name(s)

Last Name(s)  Previous/Other Names

Date of Birth (DD / MM / YYYY)    Email Address

Contact Number

Resident Status: UK Resident ☐ Overseas Resident ☐ Nationality

National Insurance Number  *This will help identify you when we request a financial reference (if applicable).*

Bank Account Number  Bank Sort Code

In the last 6 years, have you had any adverse credit such as CCJs, bankruptcies or insolvencies?

If yes: CCJ ☐ Bankruptcy ☐ Insolvency ☐ Other

Employment Status: (If multiple boxes are ticked, please complete all of the financial sections overleaf that apply)

Employed ☐ Self-Employed ☐ Retired ☐ Savings ☐ Investments ☐ Student ☐ Unemployed ☐

## Additional Financial Information

Your reference will be completed by Let Alliance on behalf of your agent. Let Alliance will consult with a number of sources to verify the information provided by you, including a licensed credit reference agency, ID verification sources and any referees you have provided.

**By completing and submitting this application you confirm the following:**

- The information you have provided in this application is true to the best of your knowledge
- You are happy for Let Alliance to complete the required checks, the results of which may be accessed again if you apply for a tenancy in the future.
- You are happy for Let Alliance to contact your referees (including those outside the EEA), with personal information you have provided in this application, to allow them to verify the information about your earnings, dates of employment and previous tenancy.

### About your reference

The information you provide will be held by Barbon Insurance Group Limited and used for the administration of your referencing application. By providing this information you're confirming you give permission for Barbon Insurance Group Limited to use and store it.

- Let Alliance is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the Data Protection Act 2018.
- Let Alliance may pass on any information you supply to your prospective landlord and/or letting agent, including the results of any linked verification checks.
- Let Alliance will share your information with credit reference agencies for search purposes. The credit reference agency will record the results of this search. This information will also be used for debt tracing and fraud prevention. The credit reference agencies will record and retain our enquiries and will leave a footprint, but this does not affect your credit rating. The credit reference agencies may check your details against any particulars on any database (public or otherwise) to which they have access in order to verify your identity. They may also use your details in the future to assist other companies for verification purposes.
- If you default on your rental payments, Let Alliance may record this on a centrally held database. This could affect any future application for tenancy, credit, or insurance.
- Let Alliance may use debt collection and tracing agents to trace your whereabouts and recover any monies owed to Let Alliance.

When requesting access to your consumer credit report we are using Article 15 "Right of Access" rather than consent to share this data. We are using an Article 15 request (as clarified by Section 13 of the DPA2018) as the consumer's credit report is not being provided by the consumer, it is data which is already processed by the credit reference agency to which the consumer is seeking access.

You can request removal of consumer credit report data at any time, but where we have used it to provide a report to landlord or agent, we may have to retain it for some time as outlined in our retention policies.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on <https://www.letalliance.co.uk/privacy-policy/>.

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. If you'd like to find out more about any of the information sources we access to complete your application, please visit <https://www.letalliance.co.uk/privacy-policy/>. You can also find out more about the referencing process on <https://www.letalliance.co.uk>. I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

☐ I have read and agree to be bound by the above terms.

Signature of applicant

Full Name

Date (DD / MM / YYYY)




## Keeping you informed

- ☐ **Yes** - Let Alliance is a PIB Group company. We will update you throughout the referencing process to keep you informed on progress. We'd also love to contact you, to tell you about our range of products and services for tenants, but if you'd prefer not to hear from us then please leave the box unchecked.
- ☐ **Yes** - We partner with trusted third parties to get tenants the best deals on Telephony, Broadband and TV. To make your life easier, we'll send them your contact details so that they can get in touch and run through the latest deals with you.
- ☐ **Yes** - Need help moving? With nationwide availability, unbeatable prices and free cancellations, let AnyVan take the stress out of your removals. If you would like a free instant quote, please check the box.