

If your application is accepted, the following tenant referencing and initial set-up fees will apply: £180 for the first applicant and a further £30 for each additional applicant and/or Homeowner Guarantor (inc VAT).

### 1. WHICH PROPERTY ARE YOU APPLYING FOR ?

Address & Postcode			
Rent (per calendar month)		Damage Deposit	
Preferred Length of Tenancy		Earliest Commencement Date	

### 2. PERSONAL DETAILS (if there is more than ONE applicant, please complete an additional application form)

Will this property be your only or principal home?  yes  no

Title

Forename(s)

Surname

National Insurance Number

Date of Birth

Contact Telephone Number

Email Address

Do you have any pets?  Yes  No If Yes, please specify:

### 3. RESIDENTIAL STATUS

Current Address

Reason for leaving

Status at this address  Homeowner  Tenant  Living with Family  Council Tenant  Other

### 4. EMPLOYMENT DETAILS (if you are self-employed please complete the following section)

Employment Status  Employed  Self-employed  Unemployed  Retired  Student

Employer

Address & Postcode

Job Title / Position

Annual Salary

Please provide details of who we can contact to confirm the above

Name / Department

Address & Postcode

Contact Number

Email Address

## 5. SELF-EMPLOYMENT DETAILS

Name of Business

Nature of Business

Registered Address & Postcode

Annual Earnings

Please provide your accountant details who can confirm the above (if you do not have an accountant please provide additional proof of income)

Accountants Name

Address

Contact Number

Email Address

## 6. Additional Income

Please provide, and itemise, income of any other source i.e. tax / child credits, housing benefits, pensions etc.

## 7. OTHER OCCUPIERS (UNDER THE AGE OF 18 YEARS) (If this is a joint application you only need to complete this section once)

Name	Date of Birth	Relationship to Applicant

## 8. ADDITIONAL INFORMATION

Do any of the proposed occupiers of the property **not** have the right to rent in the UK for the full duration of the proposed tenancy? Yes  No

Do any of the proposed occupiers **not** have permission to work in the UK? Yes  No

Do any of the proposed occupiers of the property have diplomatic immunity? Yes  No

Are any of the proposed occupiers of the property on the Violent and Sex Offenders Register? Yes  No

Do any of the proposed occupiers of the property intend on smoking? Yes  No

Have any of the proposed occupiers of the property been convicted of a criminal offence which is not "spent" under the Rehabilitation of Offenders Act 1974 or the equivalent in another jurisdiction (Motoring excluded unless it resulted in a custodial sentence)? Yes  No

Have any of the proposed occupiers ever been in rent arrears? Yes  No

If yes, please give details:

Have any of the proposed occupiers ever had a notice served for not fulfilling any obligation of a tenancy agreement? Yes  No

If yes, please give details:

Have any of the proposed occupiers ever been declared bankrupt, have a County Court Judgement, or other arrangements with creditors in respect? Yes  No

If yes, please give details:

## Proof of Identification and the Right to Rent in the UK is required when returning this application form.

### All Occupiers 18+ years

A current UK or EU passport or National Identity Card

A Birth / Adoption certificate issued in the UK or EU

A current UK driving licence or documentation supplied via the Home Office which states a right to live in the U.K indefinitely or on a time limited basis, along with current photographic I.D

A utility bill, bank statement , HMRC letter or council tax demand issued (and dated) within the last three months.

### All Occupiers under 18 years

A passport, National Identity Card or Birth Certificate

If you have any questions regarding documents which you will need to supply or would like further information on what is acceptable I.D, please contact the office on 01482 653333.

## Applicant's Consent

I confirm that the information provided on this application form is accurate and true.

I authorise Larards Property Management Ltd trading as Larards Lets to conduct a credit search and to make any employer, financial or other enquiries necessary to assess my suitability in connection with this tenancy.

Full Name:

Signed:

Date:

The details supplied by the applicant may be checked against those held on a credit reference agency database for the purposes of pre-tenancy selection. A record is kept of this search. The outcome of the search will not affect your ability to obtain credit or other services in any way.

This is not an offer of a tenancy and in the event of the applicant being granted a tenancy, information supplied by the applicant will be retained by Larards Lets for the duration of the tenancy and may be used in connection with the tenancy.

Information is processed in confidence and within statutory guidelines.

## Data Protection

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Larards Lets Property Management Ltd will process personal data in accordance with the provisions of the General Data Protection Regulation ((EU) 2016/679) ("GDPR") and any national implementing laws, regulations and secondary legislation for so long as the GDPR is effective in the UK, and any successor legislation to the Data Protection Act 1998 and the GDPR, in particular the Data Protection Bill 2017-2019 once it becomes law. Full details of the purposes for which Larards Lets Property Management Ltd process personal data are described in our separate privacy notice which is available on request from the Agent or available to view on [www.larardslets.co.uk](http://www.larardslets.co.uk).

**Please return your completed application form to:  
Larards Lets, 24 Hull Road, Hessle, East Yorkshire, HU13 0AH or [applications@larardslets.co.uk](mailto:applications@larardslets.co.uk)**