

Duke Street Lettings Ltd

Application for Tenancy

<i>Property</i>	
Property you wish to apply for:	
Tenancy term in months:	

A copy of this application form must be completed by each applicant for the tenancy. All questions should be answered fully and truthfully and the form(s) must be signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein, they **must** also provide proof of identification, including photographic proof such as driving licence.

If your application is successful you will have to pay your first rent and a deposit before the commencement of a tenancy. The deposit will not be returned until your tenancy has ended, and only then, provided the obligations of your tenancy have been met in full, the final household bills are paid (we may require proof) and the property is returned in a satisfactory condition. NB: Before the deposit is refunded, we will also have to consult with the landlord.

Tenants in receipt of Housing Benefit / Universal Credit:

It's imperative that you obtain a claim form, which you must bring with you when you sign the tenancy agreement. If claiming any form of housing allowance, you will require a guarantor. This must be someone who has a full-time job, a bank account and is in a position to cover your rent should your claim be rejected, or the rent not paid in full.

Before you complete the details below, may we first ask you to confirm where you heard of us:

About You.			
Title:	Mr / Miss / Ms / Mrs	Other (please specify)	
Forename:	Surname:		
Current Address:	Mobile:		
	Home Tel:		
	Email Address:		
	Work Tel:		
Postcode:	DOB:		
	NI No:		
Years at address:			
If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below.			
Current Occupancy Status:	Owner	<input type="checkbox"/>	Private Tenant <input type="checkbox"/>
	Living with relatives	<input type="checkbox"/>	Council Tenant <input type="checkbox"/>

Mailing List	Only complete this section to be placed on a mailing list. If you have found a property that you wish to apply for, then please go to the next section, "Previous Addresses".
Which areas are you looking for accommodation in?	

How much rent do you want to pay?	£ _____ to £ _____
Do you require <i>furnished</i> <input type="checkbox"/> or <i>unfurnished</i> <input type="checkbox"/> ?	_____
What type of property do you require?	_____
What size of property (e.g. number of bedrooms)?	_____
About people living with you:	
• How many adults (over 18 years of age)?	_____
• How many children?	_____
Please list any specific requirements you may have.	

Previous Addresses.	1	2	3
Address:			
Postcode:			
Years:			

Current Marital Status.	Married	<input type="checkbox"/>	Separated	<input type="checkbox"/>
	Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
	Single	<input type="checkbox"/>		

Income Status.	Employed	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>
	On Contract	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
	Retired	<input type="checkbox"/>	Independent Means	<input type="checkbox"/>
	Student	<input type="checkbox"/>		

Employment.	
Current Employer	
Name:	Position:
Address:	Gross Salary
	Start Date:
Postcode:	
Tel No:	
Email:	
	Is your current post a permanent one? Yes / No
	Is your employment to change in the near future? Yes / No
Previous Employer(s)	
(1) (2)	
Name:	
Address:	
Postcode:	
Tel No:	
Email:	
Dates:	

HB / Universal Credit

Only prospective tenants intending to claim Housing Benefit / Universal Credit, to pay either full or part of their rent, need complete this section.

Which benefits do you receive?

Address of the Benefits Agency office handling your claim:

*All tenants wishing to claim benefit are reminded that submitting a claim is no guarantee that your rent will be paid either in part or full. Should your claim not pay your full rent (as agreed in your tenancy agreement) **you will have to pay the shortfall.***

You should apply for a pre-tenancy determination by a rent officer if you are at all concerned.

Bank.

If you are self-employed please note that we will also require the name and address of your accountant.

Bank Name:

Address:

Account No:

Sort Code:

Account Name:

Postcode:

Telephone No:

Please give details of any adverse credit history.

Please state the reasons why you are moving.

Children.

Please list anyone under the age of 18 who will be living with you

Forename	Surname	Date of Birth	Relationship

References.**Current Landlord**

Name:		Tel No:	
Address:		Email:	
		Date From:	
		Current Rent:	
Postcode:		Notice Period:	

	Personal Reference	Next of Kin
Name:		
Address:		
Postcode:		
Tel No:		
Email:		

General Data Protection Regulations:

Data Controller

Duke Street Lettings Ltd
9 Princes Street
Norwich
NR3 1AZ

lettings@dukestreetlettings.com
01603 660368

ICO Registration Number: ZA517653

This privacy notice is being issued in order to comply with obligations under the General Data Protection Regulation

Your Personal Data:

We will hold and process your personal data for a legitimate reason to ensure that we are able to fulfil all our contractual obligations to you. Therefore, your personal data will be shared with third parties to include but not limited to the tenants, contractors, software providers, tenancy deposit schemes, local council and utility companies to ensure the efficient management of your property. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected with the management of your property without your explicit consent.

Right to Deletion:

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or contact email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Right to Rectification:

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt

Subject Data Access Request:

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to above address or contact email which will be actioned within 7 working days of receipt.

Complaint:

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.

Declaration.

I hereby confirm that the information provided is, to the best of my knowledge, true and I have no objections to the information being verified by whatever means deemed necessary.

I understand that the information will be forwarded to a credit referencing agency, to the letting agent and / or the landlord and may be accessed again should I apply for a tenancy agreement in the future.

I acknowledge that credit referencing may leave a trace on my credit record and that no details of the search will be given to me by the letting agent, but that I may request the name and address of the credit reference agency to whom I we may apply for a copy of any information provided.

I also confirm that, in the event of my defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit that I make.

I hereby authorise the above-named bank or building society to respond to status enquiries made in respect of this application. I hereby acknowledge that the information, provided above, will be used to assess an application for tenancy.

Signature: _____

Date:

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