

## **TENANCY APPLICATION**

Please return completed forms to **ABSON BLAZA PROPERTY SERVICES**  
34 Ropergate, Pontefract WF8 1LY or email to [pontefract@absonblaza.co.uk](mailto:pontefract@absonblaza.co.uk)

**As from June 2019** There are no Admin or Application Fees for applying for a rental property in England **only**, The Landlord/ Agent may request a Holding Fee of no more than one weeks rent and a Deposit may not exceed 5 weeks rent unless the annual rent is more than £50,000 in which case they may request 6 weeks .

PROPERTY ADDRESS: \_\_\_\_\_

### **A. Tenancy Details**

1. Number of Applicants (each applicant to complete an application form): \_\_\_\_\_
2. Relationship of any Joint Applicants to you: \_\_\_\_\_
3. Proposed Start Date: \_\_\_\_\_

### **B. Personal Details**

1. Full Name (including title): \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Passport Number: \_\_\_\_\_
4. NUS Number (students only): \_\_\_\_\_
5. Telephone Number (landline): \_\_\_\_\_
6. Telephone Number (mobile): \_\_\_\_\_
7. Email Address: \_\_\_\_\_

### **Where do you currently reside?**

1. Current Address (including Postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Status:** ☐ homeowner ☐ private tenant ☐ living with relatives ☐ other

**If renting current rent** \_\_\_\_\_ **Per** Week ☐ Month ☐

3. Dates at current address: from \_\_\_\_\_ to \_\_\_\_\_

4. **If less than 3 years** please provide previous addresses & dates of

residence for last 3 years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **C. Current Landlord**

1. Name of Current Landlord: \_\_\_\_\_

2. Address of Current Landlord: \_\_\_\_\_

\_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

#### **D. Personal Referee / Guarantor Details**

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

2. Telephone Number: \_\_\_\_\_

3. Email Address: \_\_\_\_\_

4. Relationship to you: \_\_\_\_\_

#### **E. Current Employment Details**

1. Name of Current Employer: \_\_\_\_\_

2. Address of Current Employer: \_\_\_\_\_

\_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Fax Number: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. Position Held: \_\_\_\_\_

7. Your Salary (including bonuses, tips etc): \_\_\_\_\_

8. Date Employment Commenced: \_\_\_\_\_

9. Contact Name & Position: \_\_\_\_\_
10. National Insurance Number: \_\_\_\_\_
11. Employment Type: ☐ full time ☐ part time ☐ contract ☐ self-employed

**F. Company Lets or Self-employed Tenants Only (otherwise leave blank)**

1. Accountant's or Solicitor's Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number: \_\_\_\_\_
4. Fax Number: \_\_\_\_\_
5. Email Address: \_\_\_\_\_

**G. Bank / Building Society Details**

1. Bank Name & Branch Address: \_\_\_\_\_  
\_\_\_\_\_
2. Account Holder Name: \_\_\_\_\_
3. Account Number: \_\_\_\_\_
4. Sort Code: \_\_\_\_\_

**H. Other Income**

Are you in receipt of any of the following?

- |   |   |
|---|---|
| <input type="checkbox"/> housing benefit      | <input type="checkbox"/> sickness benefit     |
| <input type="checkbox"/> income support       | <input type="checkbox"/> retirement pension   |
| <input type="checkbox"/> unemployment benefit | <input type="checkbox"/> disability allowance |

**I. Other Intended Occupiers (excluding joint applicants)**

If it is intended for anyone other than yourself to live in the property, please provide their names, current addresses, ages (including children), and their relationship to you (please do not give details of any joint applicants as they will be providing a separate application forms):

Occupier 1:      Name: \_\_\_\_\_  
                      Address: \_\_\_\_\_  
                      Age: \_\_\_\_\_  
                      Relationship: \_\_\_\_\_

Occupier 2:      Name: \_\_\_\_\_  
                      Address: \_\_\_\_\_  
                      Age: \_\_\_\_\_  
                      Relationship: \_\_\_\_\_

Occupier 3.      Name:  
                         Address:  
                         Age:  
                         Relationship:

#### J. Next of Kin

1.      Name & Address: \_\_\_\_\_
2.      Telephone Number: \_\_\_\_\_
3.      Email Address: \_\_\_\_\_
4.      Relationship to you: \_\_\_\_\_

#### K. Other Details

1.      Are you a smoker? \_\_\_\_\_
2.      Do you have any pets? If so what? \_\_\_\_\_
3.      **Past or present** - Disclose any **County Court Judgement**, **IVA**, **Debt relief orders**, **Bankruptcy** or similar.  
  
\_\_\_\_\_  
\_\_\_\_\_
4.      Is there anything else which you consider to be relevant to this application?  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### L. Declaration

I hereby confirm that I am over 18 years of age and the information I have provided is to the best of my knowledge true and accurate at the time of completion and hereby authorise the landlord or their agent to:

- ☐ carry out credit searches and reference checks, to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.
- ☐ use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- ☐ Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988 and compliance with GDPR (**G**eneral **D**ata **P**rotection **R**egulations).

I acknowledge that my application may be refused if the landlord is unable to obtain satisfactory references. I accept that due to the confidential nature of this application, I will not be permitted access to the references or be given any explanation should my references prove unsatisfactory.

Signed:

Name (BLOCK CAPITALS):

Date:

# GDPR

## Important Privacy Information Consent Form

When applying for a tenancy or renting a property from us, the information with which you provide us shall be used in the following ways.

We wish to take this opportunity to inform you how we hold Applicant and Tenant information, why we hold such and inform you of your rights with regards to the information we hold in compliance with **General Data Protection Regulation** (EU GDPR 2016/679 applicable 25<sup>th</sup> May 2018). The only data stored is the data you have provided to us to process an application for a tenancy, or the data required so we can process an application for or manage/end a tenancy on your behalf. Digital data is held securely using password and data encryption techniques with other forms of data secured under lock and key. All data is held securely at UK locations.

**Definitions** - in this document if we say "We", "Us" or "Our" this means the Landlord/Letting Agent. If we say "You" or "Your" this means the Applicants, Tenants and your representatives. **Third parties** means appropriate, required or relevant other persons, companies, organisations that may need to be contacted or engaged so we may effectively manage a tenancy or application for a tenancy.

### Why do we collect and retain information on you?

In order for us to provide a service to you we are required to obtain information, without such information we may not be able to perform our duties in terms of contractual and legal requirements of processing an application for or managing a tenancy for you.

Examples of information we collect and retain:-

All data provided by you in your Tenancy application form and information provided by your referees is kept, without such we cannot make an informed decision to grant you a tenancy.

Such personal and sensitive information includes:- your name, address, employment details such as payslips, nationality, date of birth, national insurance number, contact numbers, photo identification and financial information such as banking statements may also be retained.

To ensure we can effectively vet your request for a tenancy we may be required to share this information with third parties. For instance:-

- ☐ Referees as specified by yourselves
- ☐ External vetting Agencies such as credit bureaus
- ☐ PIMS.co.uk provide our tenant credit check service on our behalf
- ☐ Where required we may seek rental guarantee or and legal protection cover insurance
- ☐ We are legally obliged to verify "Right to Rent" of all occupants as required by the Immigration Act
- ☐ Processing of Housing Benefit, Universal Credit or similar applications
- ☐

**Where a Tenancy is granted** -. Only required information may be shared with third parties that is essential for them to perform their duties, such as providers of services that may be required for you to enjoy your home (Council Tax, Utility Providers and third-party suppliers such as Gas Safety Engineers, plumbers, electricians, maintenance/tradesmen and other such parties) as and when required to ensure we provide a quality experience when renting from us.

**Financial Information** – Such as your payment details so payments maybe processed.

**Ending a tenancy** – Should it be required such information may be passed to third parties as an example for your next landlord reference or to lawfully bring a tenancy to an end. Third parties may include Deposit Schemes, Solicitors, Courts, Council Tax, Department of Works and Pensions, Providers/suppliers who may require final readings/exit dates. Where a lawful claim exists, your details may be passed to Debtor Tracers & Debt Collection Agencies.

### When will the information held be deleted?

In the event a tenancy is not granted such shall be deleted up to a maximum of 12 months after your application has been withdrawn or declined. Where a tenancy is granted such shall be retained for a maximum of 7 years after the tenancy has ended.

### What happens if the way the information is processed should change.

In the event we change our working processes or obtain additional information not covered by this privacy agreement we shall inform you within 30 days, such may arise as an example the landlord sells the property to a new Landlord, or legislation may change, and the property owner/ agent be required to disclose tenant details not previously required.

### You have the right to withdraw your consent. You have a right to see the information we hold, update it, change it and delete it

To assist us with your query in the first instance please contact our Data Controller. Please be specific in what you are asking us to do and why you wish us to do such. Provided such does not compromise our requirement to fulfil our obligations we shall assist accordingly. In the event we

are unable to fulfil your request we shall inform you as to why and what further complaint procedures are available to you. Such as your right to contact the Information Commissioner's Office for contact details see [www.ico.org.uk](http://www.ico.org.uk)

**Any questions relating to this notice and our privacy practices should be sent to**

Our Data controller is Stephen Abson at Abson Blaza Property Services

Our Data Protection Officer is Stephen Abson

Where applicable Our registration Number N/A

Our Address is **Abson Blaza Property Services**  
**34 Ropergate**  
**Pontefract WF8 1LY** Email: [pontefract@absonblaza.co.uk](mailto:pontefract@absonblaza.co.uk)

**Please read and sign only if you clearly understand this Information**

Your Landlords/Letting Agents Disclosing of Privacy Information

**You** have received this information and are happy it clearly explains how your Landlord/Agent proposes to use such information for processing of our tenancy application, how such information will be used during and ending a tenancy.

**You** agree to your Landlord/Agent vetting your application or and managing your tenancy and may share this information with appropriate third parties.

**You** authorise the Landlord/Agent or their suppliers to contact you by mail, email, phone and other appropriate mediums as may be required in order for them to perform their duty. Example Facebook, What's App but only private messaging.

**You agree** your Landlord/Agent may hereafter contact you using another / or updated contact number or / and email where you have provided explicit instruction to do so. i.e. you inform us you have changed your mobile number, email address etc.

**You** [The applicants] agree to inform all persons named in the tenancy application form that they shall be contacted for providing referencing information.

**You** have received a copy of the tenancy application form and accept such information shall be retained as detailed above. You also accept the Landlord/Agent may have to make and retain notes that shall assist them in their performance of their duties, example diarise dates for inspections, make appointments.

**You** understand **You** may request your Landlord/Agent to update/ remove/ delete information they may hold at any time.

**Signed by Tenant(s)**

1) \_\_\_\_\_ Name: \_\_\_\_\_ Date \_\_\_\_\_

**Signed by Guarantor**

2) \_\_\_\_\_ Name: \_\_\_\_\_ Date \_\_\_\_\_

**Signed by Landlord/Agent representative**

We agree to use your data as consented above and unless required by law, we shall not share, sell or distribute any of the information provided without your consent.



Stephen Abson on behalf of Abson Blaza Property Services