

# Application Form

Property Address: ..... Advertised Rent: .....  
..... Date Submitted: .....  
Your Name(s): .....

---

## Guidance Notes

### Application details

Each applicant will need their own personal email address to be able to apply. Every applicant/guarantor will undergo credit, employer and landlord referencing and by signing this application you consent to this being completed via our third-party suppliers. (please see data protection notice). Please supply all documents as per the 'Check list' at the time of submitting your application, we will be unable to process partial applications.

### Guarantor requirements

If your income is solely through benefits or you have adverse credit you will need a guarantor who will agree to the pay the rent and meet your obligations under the tenancy agreement. In the event of a breach, late payment or failure to pay, you will be expected to pay. Please note that being a guarantor will last for the duration of the tenancy and that this may impact your ability to get credit should a breach occur. To be a guarantor, your income should be a minimum of three times the monthly rental income or be a homeowner and you will be subject to same due diligence checks as the applicant(s)

### Deposit and Rental Payments

A holding deposit equivalent to one weeks rent may be required to reserve a property while referencing checks are being carried out. If successful, this will be deducted from the total deposit due. This may be refundable if you are not accepted for the property in line with legislation and within 15 days unless an extension is agreed by both parties. Examples where the holding deposit is not refundable include false information given during the application e.g., failure to declare CCJ's, falsifying income levels. If you decide not to accept the property, then business costs may be deducted from the holding deposit or you have failed the right to rent immigration check.

Your deposit – once you are accepted for a property you will need to pay one month's rent on or before the day of sign up and 5 weeks for the deposit. Your deposit will then be registered into the DPS scheme in line with legislation. This deposit will be returned to the person nominated by you at the outset as the Lead Tenant at the end of the tenancy term, subject to any deductions necessary to compensate the landlord for any breach of the terms of the tenancy agreement. Alternatively (and subject to acceptance) you may choose to pay your deposit via a 'deposit alternative' scheme. These are offered by a third party and we as a company are paid a commission should you chose and be accepted into this scheme. The 3rd party company will supply all details of charges and terms and conditions to you directly, therefore you will need to read and keep this information for your future reference.

### Payments

All rental payments must be paid via standing order and is your responsibility to organise, through your mobile banking app or telephone banking directly into our account as per the details supplied. You must ensure that payments are made using the advised reference as failure to do this may mean that your payment is classed as being late or having not been paid and may see your account be put into arrears. No other payment methods are acceptable.

### Contents insurance

We recommend that tenants have cover for their personal contents and accidental damage to the landlord's contents that would be their responsibility under the tenancy agreement.

### Inspections and repairs

Inspections will be conducted at regular intervals during the tenancy to ensure that the terms of the tenancy agreement are being met. We will also look to ensure that the standard of the building meets regulations. It is the tenant's responsibility to advise or any repair issues at the point that they arise. Tenants may be liable for the costs of repairs if they are found to have been the cause of this.



1. Your details

Applicant 1

Applicant 2

Title: ..... Title: .....

First Name: ..... First Name: .....

Surname: ..... Surname: .....

Date of Birth: ..... Date of Birth: .....

NI Number: ..... NI Number: .....

Nationality: ..... Nationality: .....

Current Address: ..... Current Address: .....

.....

.....

Postcode: ..... Postcode: .....

Mobile Tel: ..... Mobile Tel: .....

Work/Home Tel: ..... Work/Home Tel: .....

Email Address: ..... Email Address: .....

Relationship to Joint Applicant: ..... Relationship to Joint Applicant: .....

Are/Have you been a tenant of Lovelle? Yes No

Are/Have you been a tenant of Lovelle? Yes No

If you have been known by a previous name, please provide details here: .....

If you have been known by a previous name, please provide details here: .....

Bank Name/ Branch: ..... Bank Name/ Branch: .....

Account No: ..... Account No: .....

Sort Code: ..... Sort Code: .....

Preferred language: ..... Preferred language: .....

Are you a smoker? Yes No

Are you a smoker? Yes No

Will any pets be kept at the property? Yes No If yes, please give details: .....



2. Previous Addresses - 3 years previous history required for all applicants

Applicant 1: Address	Date From	Date To	Weekly Rent:	Reason for Leaving	Name & Address of Landlord if Rented
			£		
			£		
			£		
			£		
			£		

Applicant 2: Address	Date From	Date To	Weekly Rent:	Reason for Leaving	Name & Address of Landlord if Rented
			£		
			£		
			£		
			£		
			£		

3. Income - please complete for all applicants

Applicant 1: Occupation	Name & Address of Employee	Start Date	Permanent or temporary?	Take Home Salary	Benefits Type	Benefit Income
				£		

Applicant 2: Occupation	Name & Address of Employee	Start Date	Permanent or temporary?	Take Home Salary	Benefits Type	Benefit Income
				£		£

#### 4. Your Household

We need to know who will be living with you (the applicant & joint applicant) permanently or on agreed custody days.

First Name	Surname	Male/ Female	Date of Birth	Relationship to you	Permanently	Custody Days

Has any legal action been taken against you, your partner or any person who intends to live with you for anti-social behaviour such as harassment or nuisance or have you previously been evicted for any reason? **Yes** **No**

If yes please give details including property address, landlords name and address and reasons:

.....

.....

Do you, your partner or any person who intends to live with you have a criminal record? **Yes** **No**

If yes, please supply details unless the conviction is now spent:

.....

.....



Have you ever been given written notice to leave your present address?    Yes    No

If yes, please provide details:

	Yes/No	If yes, when do you have to leave?	Why have you been asked to leave?
Applicant			
Joint Applicant			

---

## 5. Next of Kin

### Applicants Next of Kin

Name: .....

Relationship to You: .....

Contact Number: .....

Current Address: .....

Email Address: .....

### Joint Applicants Next of Kin

Name: .....

Relationship to You: .....

Contact Number: .....

Current Address: .....

Email Address: .....

---

## 6. Guarantor Details

Name of Guarantor: .....

Address of Guarantor .....

Postcode: .....

Date of Birth: .....

Email Address: .....

Contact Number: .....

Address of Property/  
Properties owned: .....

Postcode: .....

NI Number: .....



Bank/Building Society: ..... Account Name: .....

Account Number: ..... Sort Code: .....

I confirm that I happy to the be the guarantor for this property for the whole duration of the tenancy and that I understand my obligation to meet the tenancy requirements should a breach or arrears occur. I consent to the required due diligence being completed via third party companies.

Guarantors Signature: ..... Date: .....

## GDPR Consent Form

- Lovelle Lettings will use your personal information (as provided by you in this application form and any additional information which you may give us for this purpose in the future), for all purposes in connection with your application for housing and for administration of your tenancy if you are successful.
- If you are successful, this information will be kept for six years after the end of the tenancy agreement. If you are unsuccessful, we will destroy this information within 3 months of receipt unless advised differently by yourself(s)
- Lovelle Lettings may disclose this information for these purposes to service providers and agents who carry out services on our behalf or the Landlord.
- By signing this form, you consent to Lovelle Lettings processing your sensitive personal information for these purposes. Sensitive personal information can include health, ethnic origin or criminal record.
- You have a right to ask for a copy of your information and to correct any inaccuracies in your information at any time.
- We will not share your personal information with any third party other than to our client or relevant contactor without your consent.

## Working to Support You

If you are in receipt of any form of benefits, then there may be times where we require information relating to your tenancy. Please confirm by agreeing and signing the below that you agree to Lovelle Lettings contacting the relevant agencies on your behalf to support your application and throughout the duration of the tenancy. Please note you have the right to withdraw consent at any time and that you must submit this request to the Lovelle Lettings in writing.

Name of Guarantor: ..... Postcode: .....

Address: ..... NI Number: .....

.....

### Working with Benefit Agencies

- Whether a claim has been received
- General information on progress of a claim i.e., waiting for information (but not any details of income)
- Waiting for proof of rent
- Awaiting processing
- If the claim is not being assessed but not the reason why
- Why a request for direct payments is accepted or declined?
- If the amount of Housing Benefit to be paid will meet the full rent liability
- If it is the full amount or an interim amount
- If we are taking instalments for overpayments, the amount and the period
- Date, value and period covered of payment to landlord.
- The date benefit ceased.

Signature: ..... Date: .....



## Your Declaration

I/We have read and understand the attached guidance notes.

I/we authorise any landlord named within this application form to provide information about the conduct of my/our tenancy at my/our previous addresses.

I/we understand that Lovelle Lettings will provide the landlord with copies of my application form.

I/we authorise Lovelle Lettings to contact a credit reference agency to check for housing related debt such as rent or repairs. If this credit referencing links my/our name to other addresses, I/we also agree to these addresses being checked.

Lovelle Lettings may make the necessary enquiries in connection with any information given by me/us in order to verify it. I/We (the Applicant/Joint Applicant) give permission and authority for such information, including my current address following termination of my Tenancy to be disclosed to them by the following: - Rent Assist and any staff acting on their behalf; Care Rent; NAViGO; my local Council; The DWP; The Police; my past and current landlords and agencies acting on their behalf; Health and support agencies, my referees, Guarantor, family and any other relevant professional or individual.

I/We understand that Lovelle Lettings must protect its Clients/Landlords funds and act in their best interest at all times. They may use the information I/we have provided on this form to prevent and detect fraud. I/We (the Applicant/Joint Applicant) understand that by signing this form I am/we are giving Lovelle Lettings my/our permission and authority to disclose information contained within the form and given or obtained throughout the Tenancy to Care Rent; NAViGO; my local Council; The DWP; The Police; My past and current landlords and agencies acting on their behalf; Health and support agencies, my referees, Guarantor, family and any other relevant professional or individual.

The information given on this form is true to the best of my belief and knowledge and I/we acknowledge that Lovelle Lettings have the right to verify all the information given. I/we understand they may take legal action to end any Tenancy granted as a result of false or misleading information given knowingly or recklessly by me/us. I/we understand that this also applies to omissions or failure to provide details where required by the Application Form.

I/we understand that failure to keep Lovelle Lettings informed of any changes in my/our housing circumstances or eligibility to benefits may affect my/our entitlement to benefits and may result in legal action being commenced for recovery of rent arrears, rent overpayments reclaimed by Housing Benefit Department and possession. I/we must notify Lovelle Lettings and the Housing benefit Department where applicable of any changes.

Signed (Applicant 1): ..... Signed (Applicant 2): .....

Date: ..... Date: .....

