

Scheme No. 1403796 (HL224)

HomeLet Direct

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned. Once completed, you can enter this application online via [homelet.co.uk/landlords/referencing/start](http://homelet.co.uk/landlords/referencing/start) for an instant acknowledgement.

Landlord Insurance Policy Number

Policy Purchase Date  /  /

### 1 TENANT DETAILS [To be completed by the Landlord]

Please let us know who the Guarantor is standing for

#### Applicant 1

Reference  
Number

Applicant's  
Surname

#### Applicant 2

Reference  
Number

Applicant's  
Surname

*Please complete Section 2*

### 2 PROPERTY TO LET [To be completed by the Landlord]

Property Address

Postcode

Total rent per calendar month

How much will the Guarantor Cover?

Applicant 1 share of rent PCM

Applicant 2 share of rent PCM

No. of bedrooms

Property type

Detached

Semi detached

Flat

Terraced

Bungalow

When was the property built?  
(eg 1984)

Tenancy term (months)

Tenancy start date

 /  / 

Is the tenant paying the full rent in advance? Yes  No

If yes, do you require HomeLet to obtain financial references? Yes  No

*Please complete Section 3*

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### 3 YOUR PERSONAL DETAILS [To be completed by the Guarantor]

Title: Mr  Mrs  Miss  Other

First name  Middle name

Last name

Email

Other names

Date of birth  /  /

Your Telephone  Your Mobile

Employment status Employed  Self-employed  Retired  Independent means  On contract

Total gross annual income

Bank / building society details: please provide the details of your current account

Account holder(s)  Bank name

Bank Account no.  Sort code

#### IMPORTANT - ADVERSE CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? NO  YES

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

### 4 YOUR ADDRESS [To be completed by the Guarantor]

Current Address

Postcode

Period at Address  Years  Months

*We require three years of your address history. If you have lived at this address for more than three years, please move to section 5. If you have been there for less than three years, please provide your previous address below.*

Previous Address

Postcode

Period at Address  Years  Months

Previous Address

Postcode

Period at Address  Years  Months

Please complete section 5

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### 5 YOUR FINANCIAL INFORMATION [To be completed by the Guarantor]

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Company Name

Address

Postcode

Contact Name  Contact Position

Telephone   Fax

Email  *Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Your position

Is this position: Permanent  Contract  Contract Terms  Months  Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum:  *If self-employed please include your average earnings from the last year*

Start Date  End Date (if applicable)

*Do you have a second job, or additional pension? IF YES, please enter the details in section 6  
Will your employment change before the proposed tenancy starts? IF YES, please go to section 6  
IF NO, please go to section 7*

### 6 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Guarantor]

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future employer  Second employer  Pension administrator  Accountant  Benefit/other

Company Name

Contact Address

Postcode

Contact Name  Contact Position

Telephone   Fax

Email  *Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Your Position

Is this position: Permanent  Contract  Contract Terms  Months  Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum:  *If self-employed please include your average earnings from the last year*

Start Date  End Date (if applicable)

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### 7 ABOUT YOUR REFERENCE [To be completed by the Guarantor]

By completing this form, you have agreed to act as Guarantor for the tenant named within this form. The tenant's reference will be completed by HomeLet on behalf of their landlord. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation ("GDPR").

In order to complete this application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to the landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default in respect of any covenants you have given as guarantor (including the payment of rent on behalf of the tenant when the tenant has failed to pay their rent), HomeLet may record this on a centrally held database of defaulting debtors, and such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.
- 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 our website: [homelet.co.uk](http://homelet.co.uk)

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

**PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.**

**YES**  I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply to act as a guarantor in the future.

**YES**  I'm happy for HomeLet to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Please note, if you'd like to find out more about any of the information sources we access to complete your application, please visit [homelet.co.uk/ref-info](http://homelet.co.uk/ref-info).

Signed

Full name

Date

**Additional Information** - To be completed by the Guarantor

### SUBMITTING THE APPLICATION

- **By email.** Please email your application to: [apply@homelet.co.uk](mailto:apply@homelet.co.uk)
- **By post.** Please post the application to: Private landlords, Referencing Department, Hestia House, Edgewest Road, Lincoln, LN6 7EL

### PAYMENT

Your method of payment will depend on how you submit your referencing application.

- Payment will be required by either debit or credit card. Once you have submitted the application to HomeLet and we have received it, we will contact you by telephone to take the payment.