

# Letsure Tenant Assessment Application Form

This Form can be used by letting agents or landlords who are vetting applicants prior to the letting of a property. Part A should be completed by the agent / landlord. The other sections should be completed by the tenant applicant or guarantor, according to the type of assessment required. Please complete this Application Form in BLACK INK using BLOCK CAPITAL LETTERS. Once fully completed please fax it to Letsure on 0844 800 5286. Letsure is a trading name of Barbon Insurance Group Limited and for the purposes of this application, Barbon will be the Data Controller as defined by the Data Protection Act 1998.

## Part A:

To be completed by the agent or landlord. Mandatory field for assessments.

Agent Name

Letsure Agency Number

Contact Name

Contact Telephone Number

To assist us to complete the assessment process, there might be a requirement to contact the applicant/guarantor by telephone.   
Please tick the box opposite if this is not acceptable

Type of assessment required (see definitions on final page).

If a guarantor applicant is required, please supply the Applicants Reference ID in box provided.   
(If the guarantor is acting for more than one tenant, please confirm names in part F).

Complete Parts: (please tick to highlight which parts you are completing).

Tenant Comprehensive	A, B, C, D & E	<input type="checkbox"/>
Tenant Standard	A, B, C & E	<input type="checkbox"/>
Guarantor Standard	A, B, F, & H	<input type="checkbox"/>
Comprehensive Guarantor	A, B, F, G, & H	<input type="checkbox"/>
Comprehensive Tenant Guarantor	All sections A - H	<input type="checkbox"/>

## Property Details:

House Number / Name  Flat Number / Name

Street

Town  District

County  Postcode

Total Rent  Per week / month (delete as appropriate)

Tenancy Commencement Date    Period



## Part B:

To be completed by the applicant Mandatory for all assessments.

If more than one applicant, all remaining sections must be completed as appropriate for each.

How do you propose to pay the rent?  Own means  Housing benefit

Please give the names of all adult tenants moving into the property:

	First Name	Middle Name	Surname	Share of Rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

## Part C:

To be completed by the applicant \* Mandatory fields

Please complete ALL boxes. If more than one applicant, parts C to I inclusive must be completed as appropriate for each.

Personal Details:

Mr/Mrs/Miss/Ms\*  Other (please specify)  Surname \*

First Name \*  Middle Name

Date of Birth \*    Nationality

Sex  Male  Female Marital Status

Maiden Name

Daytime Telephone Number \*  Evening Telephone Number

Mobile Telephone Number

Email Address

Do you have any pets  Yes  No Are you a smoker?  Yes  No

Are you aware of any CCJ/CD/IVA/Bankruptcy orders, current or pending?  Yes  No

If yes give details:

Names of children living in the property and their dates of birth:

	Name	Date of Birth
1	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
2	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
3	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
4	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

### Current Address:

House Number / Name*	<input type="text"/>	Flat Number / Name*	<input type="text"/>
Street	<input type="text"/>		
Town	<input type="text"/>	District	<input type="text"/>
County	<input type="text"/>	Postcode*	<input type="text"/>
Status (tick one)*	<input type="checkbox"/> Owner	<input type="checkbox"/> Rented	<input type="checkbox"/> Living with parents <input type="checkbox"/> Council tenant
Other (please specify)	<input type="text"/>		
Time at address	<input type="checkbox"/> Years	<input type="checkbox"/> Months	Reason for leaving <input type="text"/>

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### Previous address:

Enter this information only if you have lived at your current address for less than 3 years otherwise leave blank.

House Number / Name*	<input type="text"/>	Flat Number / Name*	<input type="text"/>
Street	<input type="text"/>		
Town	<input type="text"/>	District	<input type="text"/>
County	<input type="text"/>	Postcode*	<input type="text"/>
Status (tick one)*	<input type="checkbox"/> Owner	<input type="checkbox"/> Rented	<input type="checkbox"/> Living with parents <input type="checkbox"/> Council tenant
Other (please specify)	<input type="text"/>		
Time at address	<input type="checkbox"/> Years	<input type="checkbox"/> Months	Reason for leaving <input type="text"/>

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## Part D:

To be completed by the applicant for Comprehensive Assessments \* Mandatory fields

### Financial Details:

Financial Status	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Student
	<input type="checkbox"/> Retired	<input type="checkbox"/> Payment in Advance		

If you are retired you will be required to provide evidence of your pensionable income in the form of award letters, pension P60 or your last 6 months continuous bank statements. If you have indicated unemployment/ student/retired/payment in advance and you are currently or have previously lived in rented accommodation, proceed to Landlords details in this part, otherwise proceed to Part E. If you are unable to provide any details a guarantor may be required. To avoid delay please arrange for the proposed guarantor to complete Parts A, B, F, G, H and I of this form.

Profession	<input type="text"/>	Annual Income (gross)	£ <input type="text"/>
Employment Start Date*	<input type="text"/>	Payroll number	<input type="text"/>
Is your employment of a temporary, full, or contract nature?	<input type="text"/>		

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### Additional Income (if applicable):

Are your circumstances likely to change?\*  Yes  No

If yes give details:

If you have any additional income please advise how much per annum\* £

Source of additional income

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**Employer/Accountant Details:**

If you are employed or self-employed give details of your employer or accountant and authorise them to reply to the enquiries which will be made to verify this information. Please complete ALL boxes, including contact details for referee.

Employer / Accountant \*

Office / House Name \*  Street Number / Name \*

Street \*

Town \*  District

County  Postcode\*

Contact Name\*  Contact Job Title\*

Daytime telephone (including STD code)\*

Mobile telephone  Fax Number (business only)\*

Email Address (business only) \*

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**Landlord Details:**

Complete this section if you indicated that you are or have lived in rented accommodation.

Please complete ALL boxes, including individual contact details (telephone and fax number) for landlord or current managing agent.

Landlord or Agent Name \*

Office / House Name \*  Street Number / Name \*

Street \*

Town \*  District

County  Postcode\*

Daytime Telephone\*  Evening Telephone Number

Mobile telephone  Fax Number \*

Email Address \*

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## Part E:

Please read the declaration and sign and date below.

I confirm that the information which I have given in my application is to the best of my knowledge true and accurate. I acknowledge and agree to Letsure carrying out searches to verify such information. I hereby authorise my employer/accountant/pension administrator **(delete as appropriate)** to provide details of my earnings and date of employment and hereby authorise my landlord (where applicable) to provide details relating to my tenancy to Letsure for the purposes described above via electronic, telephonic or written communication.

I understand and consent to Letsure providing my personal data to my employer/accountant/pension provider **(delete as appropriate)** during the referencing process. These checks may include:

- Contacting any referee detailed in my application; **(Including outside EU where applicable)**;
- Consulting with credit referencing agencies; and
- Consulting with the Industry sortcode Directory (ISCD) and Account Number Modulus checker in order to confirm the accuracy of my bank account details (where applicable); and
- Consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE));

In connection with my application I acknowledge and agree that:

- When documentation in connection with this referencing application has been sent via electronic means there is no guarantee of privacy as email can be intercepted;
- Letsure and any third party may keep a record of any search carried out to verify the information I have provided;
- Letsure may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- If I default on paying my rent the default will be recorded on Letsure's central database for defaulting tenants and that such default may affect any future application I may make for tenancies, credit and/or insurance;
- Letsure can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to Letsure; and
- Letsure may otherwise release my personal data where they are required to do so by law and may pass my personal data, including any forwarding address I may provide to a utility company to ensure that any outstanding bills or credit on utility accounts are paid or received by me

The provisions of Section 17 of the Housing Act 1996 will apply to this application. If any information within this application is found to be untrue it will be grounds to terminate the tenancy agreement.

Signature

Date

Following the completion of your references we may contact you by post or by phone to let you know about additional services we can offer that may be of interest to you. We will only use your details for up to 90 days and your details will NOT be passed to any other company outside of the Barbon Insurance Group. If you do not wish us to contact you, please tick this box.

Please note that you can contact us to unsubscribe at any time by calling us on 0800 0358242.

Please tick to confirm that you are happy to receive further information about Barbon's products and services by email or SMS.

### Confidentiality Note

The information contained within this application is being transmitted to and is intended only for the use of Letsure. If you are not the intended recipient, you are hereby advised any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling 0330 3337060 and delete this application from your system.

If you are required to send this application with confidential information via electronic means, please ensure you do this via a secure method.

## Part F:

### Guarantor's Details (if required) \* Mandatory fields

Please note: to be acceptable as a guarantor you must be UK based and have a UK bank account.

### Tenants to be guaranteed:

Please give the names of all the tenants you will be covering:

	First Name	Middle Name	Surname	Share of Rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

### Personal Details:

Mr/Mrs/Miss/Ms\*  Other (please specify)  Surname \*

First Name \*  Middle Name

Date of Birth \*    Nationality

Sex  Male  Female Marital Status

Maiden Name

Daytime Telephone Number \*  Evening Telephone Number

Mobile Telephone Number

Email Address

Are you aware of any CCJ/CD/IVA/Bankruptcy orders, current or pending?  Yes  No

If yes give details:

### Guarantor's Current Address:

House Number / Name\*  Flat Number / Name\*

Street

Town  District

County  Postcode\*

Status (tick one)\*  Owner  Rented  Living with parents  Council tenant

Other (please specify)

### Guarantor's Previous Address:

Enter this information only if you have lived at your current address for less than 3 years otherwise leave blank.

House Number / Name\*  Flat Number / Name\*

Street

Town  District

County  Postcode\*

## Part G:

### Guarantor's Details (if required) \* Mandatory fields

#### Financial Details:

Please note to be acceptable as a guarantor you must be employed / self-employed or have an additional source of income which can be verified.

Profession*	<input type="text"/>	Annual Income (gross)	£	<input type="text"/>
Employment Start Date*	<input type="text"/>	Payroll number	<input type="text"/>	
Is your employment of a temporary, full, or contract nature?	<input type="text"/>			

#### Additional Income (if applicable):

Are your circumstances likely to change?\*  Yes  No

If yes give details:

If you have any additional income please advise how much per annum\* £

Source of additional income

#### Financial Details:

If you are employed or self employed please provide details of your employer or accountant. If you are retired you will be required to provide evidence of your pensionable income in the form of award letters, pension P60 or your last 6 months continuous bank statements. Please ensure you authorise your employer/accountant to reply to Letsure's enquiries.

Please complete ALL boxes, including contact details for referee.

Employer / Accountant *	<input type="text"/>		
Office / House Name *	<input type="text"/>	Street Number / Name *	<input type="text"/>
Street *	<input type="text"/>		
Town *	<input type="text"/>	District	<input type="text"/>
County	<input type="text"/>	Postcode*	<input type="text"/>
Contact Name*	<input type="text"/>	Contact Job Title*	<input type="text"/>
Daytime telephone (including STD code)*	<input type="text"/>		
Mobile telephone	<input type="text"/>	Fax Number (business only)*	<input type="text"/>
Email Address (business only) *	<input type="text"/>		

## Part H:

Please read the declaration and sign and date below.

I confirm that the information which I have given in my application is to the best of my knowledge true and accurate. I acknowledge and agree to Letsure carrying out searches to verify such information. I hereby authorise my employer/accountant/pension administrator **(delete as appropriate)** to provide details of my earnings and date of employment to Letsure for the purposes described above via electronic, telephonic or written communication.

I understand and consent to Letsure providing my personal data to my employer/accountant/pension provider **(delete as appropriate)** during the referencing process. These checks may include:

- Contacting any referee detailed in my application; (Including outside EU where applicable);
- Consulting with credit referencing agencies; and
- Consulting with the Industry sortcode Directory (ISCD) and Account Number Modulus checker in order to confirm the accuracy of my bank account details (where applicable); and
- Consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).

In connection with my application I acknowledge and agree that:

- When documentation in connection with this referencing application has been sent via electronic means there is no guarantee of privacy as email can be intercepted;
- Letsure and any third party may keep a record of any search carried out to verify the information I have provided;
- Letsure may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- If I default on paying my rent the default will be recorded on Letsure's central database for defaulting tenants and that such default may affect any future application I may make for tenancies, credit and/or insurance;
- Letsure can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to Letsure; and
- Letsure may otherwise release my personal data where they are required to do so by law and may pass my personal data, including any forwarding address I may provide to a utility company to ensure that any outstanding bills or credit on utility accounts are paid or received by me

The provisions of Section 17 of the Housing Act 1996 will apply to this application. If any information within this application is found to be untrue it will be grounds to terminate the tenancy agreement.

Signature

Date

### Confidentiality Note

The information contained within this application is being transmitted to and is intended only for the use of Letsure. If you are not the intended recipient, you are hereby advised any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling 0330 3337060 and delete this application from your system.

If you are required to send this application with confidential information via electronic means, please ensure you do this via a secure method.

## Definitions:

### Tenant Comprehensive:

For applicants who are employed, self-employed, retired or for applicants with a regular income who require an assessment that includes an employer's and where relevant a previous landlord's reference.

### Tenant Standard:

For applicants when employer's and previous landlord's reference is not required.

### Guarantor Standard:

For guarantors when an employer's reference is not required.

### Comprehensive Guarantor:

For guarantors who are employed, self employed, retired or guarantors with a regular income when an assessment is required that includes an employer's reference.

### Comprehensive Tenant with Guarantor:

For applicants who are students, unemployed or on low income where an assessment is required that includes (where relevant), a previous landlord's reference for the applicant and an employer's reference for the guarantor.