

IMPORTANT NOTES FOR PROSPECTIVE TENANTS

THIS PAGE MUST BE SIGNED BEFORE WE CAN PROCESS YOUR APPLICATION

For the avoidance of any doubt – it is important to note that before administrative procedures progress and a lease arrangement agreed – **you must:-**

1. **Be over 21 years of age**
2. Declare any **physical disabilities or serious medical conditions** before completing an application form.
3. **Fully complete and return to this office the attached standard application form** (for independent assessment) **along with two recent salary slips/proof of income, one utility bill, a copy of your passport and a recent credit card statement.**
4. **You may be asked to provide a guarantor.** Your Guarantor must also complete a referencing form and be a joint signatory to the lease.
5. Seek confirmation from ourselves as to whether the landlord will or will not allow **pets**.
6. Accept that all **utility charges (including water), council tax and telephone costs** will become your responsibility from the commencement date of the lease.
7. **The following fees apply:**

Holding Deposit (per tenancy) - One week's rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Security Deposit (per tenancy. Rent under £50,000 per year) Maximum Five weeks' rent.
This covers damages or defaults on the part of the tenant during the tenancy.

Rent

8. Accept that all second & subsequent **rent payments must be by monthly Standing Order Mandate** and drawn down from your account four banking days before the due date. (cheque, cash & / or credit cards may be accepted.)
9. Note – **keys** cannot be released to tenants before 10:00am on the effective commencement date of the lease agreement.

NOTE: THE ATTACHED APPLICATION FORM DOES NOT CONSTITUTE ANY FORM OF CONTRACT, COMMITMENT OR OBLIGATION BY COOPERLETS.

A SPECIMEN COPY OF THE LEASE IS AVAILABLE UPON REQUEST.

Applicant signature of acceptance:- _____ Dated: _____



TENANT APPLICATION

PLEASE COMPLETE FORM FULLY IN INK AND IN BLOCK CAPITALS OR THIS MAY CAUSE DELAYS IN PROCESSING YOUR APPLICATION

We regret that no explanation will be given should we be unable to accept you as a tenant

State full names (including all first names) of the applicant

First Names Surname (*Signatory of this form should be in box 1*) D.O.B

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Maiden name Marital Status

Children: Name/s 1. Age 2. Age

PROPERTY ADDRESS APPLIED FOR Post Code

Applicants will be jointly and severally liable for the Total Rent per month for the property

Proposed Tenancy Commencement Date

Are you to pay the rent through your own means or housing benefit? Own Means Benefit

Is this a joint Tenancy Application? Yes No

Total Rent £ per month for the property Rental period months

Are you currently: Owner Council Tenant Private Tenant With Parents Other (please give details)

Current

Address Post Code

Tel: Mobile: Period At Address Years Months

Email:

Please provide previous addresses and dates of residency for the last 3 years. (Please attached a separate sheet if required)

Previous Address Period of Address Yrs Mnths

YOUR EMPLOYMENT DURING THIS TENANCY

(please notify your employer/accountant that enquiries will be made to verify this information)

Company/Accountant Name

Address

Post Code

Employment Commencement Date Contact Name Contact Position

Contact Phone Number Contact Fax Number

Position Held Salary £ Payroll No.

National Insurance No. Do you have any additional source of income? Yes No

Are you aware of any matters that may cause your employment to change in the near future? (if Yes please give details on a separate sheet) Yes No

Existing/Previous Letting Agent/Landlord if applicable.

(Please give authority to your Agent to pass an opinion on you)

Full Name (including title)

Address

 Post Code

Daytime Tel. No.

Home No.

Fax No.

E-mail Address

Previous Rent Paid

 £ :

per month
for the applicant

Do any of the named applicants or proposed
Tenants for this property have any pets?

Yes/No

TYPE

Are you a Vehicle owner?

Yes/No

Reg. No

Are you a smoker?

Yes/No

Drivers Licence No.

OTHER INCOME

Proof must be provided

Pension

 £ .

p/a

Investment Income

 £ .

p/a

Other

 £ .

p/week

Please specify

BANK/BUILDING SOCIETY DETAILS (CURRENT ACCOUNT ONLY)

Bank/Building Society Name

Address

 Post Code

Name of Account Holder

A/C No.

Sort Code

Tel. No.

PREVIOUS BANK/BUILDING SOCIETY DETAILS (if with current one for less than 3 years)

Bank/Building Society Name

Address

 Post Code

A/C No.

Sort Code

Tel. No.

Do you have a Credit Card?

Yes

No

If so, for how long? Please attach recent statement.

VTS

Are you aware of any previous County Court Judgments/or Bankruptcy?

Yes

No

If YES please give details below

Please provide a postal address for use after the tenancy. This can be a c/o address and can be changed at a later date.

 Post code:

Please write clearly in the space provided. Add any additional notes to ensure the e-mail address given can be fully understood, i.e. Capital or lower case etc.

It is important that you keep us updated with any changes to the e-mail address provided. You may provide more than one e-mail address.

This e-mail address may be used to provide you with documents for the property applied for, along with any documentation relating to the tenancy.

How to rent booklet provided/emailed Version given: _____

Copy of EPC provided/emailed

I consent to the above e-mail address being used in relation to this application, and any tenancy subsequently entered into.

Please confirm that you are the person paying the deposit on this tenancy and that no other relevant person has claim to having paid the deposit, unless we are otherwise informed by you in writing prior to the start date of a tenancy.

I give my consent to the information being used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed. I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined and I will lose all or part of the Holding deposit.

I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.
I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

I wish to sign up for email alerts for new properties that come to the market in the future

I confirm that the information supplied is to the best of my knowledge and belief, true.

Print:

Signed:

Date:

FOR AGENTS USE ONLY

Passport confirm true likeness

 Yes/No

2 Salary Slips attached

Current Utility Bill attached

Photographic ID

Credit card statement

Proof of additional income

Right to Rent

Agency No. Fax No.	Agent: Tel No. .	Contact:
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COOPERLETS LTD PRIVACY NOTICE

Your Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our website and at every point where personally identifiable information may be requested.

Cooperlets adhere to the Principles of Data Protection, as set out in the *Data Protection Act 1998* and the *General Data Protection Regulations* (GDPR), which come into force in May 2018.

Specifically, these Principles require that personal information:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Shall be accurate and, where necessary, kept up to date.
- Shall not be kept for longer than is necessary for that purpose or those purposes.
- Shall be processed in accordance with the rights of data subjects under the Act.
- Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

DATA controller

Cooperlets are your data Controller. Should you have any question query, concern or complaint over your data or how it is handled we can be contacted at: Cooperlets Ltd, 6a Sea Road, Fulwell, Sunderland, SR6 9BX.

Data processor

Staff, Landlords, Contractors, Local Authority, Utility Companies, Credit Checking Companies, Solicitors, Courts, Software Provider, Tenancy Deposit Scheme, Other Relevant Persons.

What Information We Collect.

Depending on the stage of our process or our relationship with you we will require and collect certain personal information. It will be set out on our application form and/or our terms of business. The lawful basis for processing this information will vary as set out below. Where it requires your consent you will need to opt in to give your consent. This consent can be removed at any time.

Lawful Basis of Processing

We will collect information to allow us to comply with our contractual fulfilment, compliance with the law or to share with a legitimate person. We also may collect information by consent. Only the information needed to comply with the relevant process to your request will be collected. You will be asked for different information at different stages of our process and depending on your relationship with us. If we require any information on

the basis of consent we will require your written consent to provide it. This is to protect your information and to ensure it is only used for the purpose it has been processed.

Where you provide data by offering your consent you can withdraw that consent at any time by writing to us at Cooperlets, 6a Sea Road, Fulwell, Sunderland, SR6 9BX. This address can also be used if you have any concerns about how we handle your data, at any time.

IF YOU DO NOT PROVIDE DATA WE MAY NOT BE ABLE TO PROVIDE YOU WITH OUR SERVICE

What We Use the Information For.

We collect information to allow us to deliver the service we provide and to undertake essential business operations. We do not use the information for marketing or advertising purposes in relation to our business activity. You may request us to use your data to receive marketing information. This data will be given by your consent.

Retention.

We are required to retain your personal information for various lengths of time. We will only keep information relevant for the purpose it has been processed. This may be only a few days in the example of a tenancy enquiry or for as long as 6 years after the tenancy has ended to allow our legal and contractual obligations.

Access to Your Data.

You have the right to know what data we have collected and why we have collected it. This would also include the period of retention for this information. Where information has been collected under grounds for consent you have the right to refuse to supply or to have your data removed from our records without financial penalty to you.

How is Your Data Stored

We keep electronic records and paper copy of the information provided. Our electronic systems have security required before general access and our paper records are kept secure on our premises. Only data processors have access to the information provided. When provided only the information required to allow the desired process is passed and the controller is made contractually aware of the purpose for processing.

Our website allows that you can volunteer information so that we can provide you with marketing materials on the properties we might have available and of potential interest to you. By completing the online form you will have given consent that we can hold your information and provide you with marketing material using the information you have provided. You retain the right to know what information we hold and can request we remove it at any time.

Data Sharing

To allow us to fulfil our legal obligations we occasionally need to share some of your information with other parties. They are as follows:

HMRC, Regulators and other Parties

Utility Companies & Council Tax

Tenancy Deposit Scheme's

Credit Reference Agencies

Fraud Prevention Agencies

Other Parties Linked To You (e.g. Joint Tenants)

Workmen and Contractors Who Need Access To Your House

Banks

Landlords

We will only share the information required to allow each party to carry out their respective tasks.

Vital Interest

We can pass on details that would assist you in the case of an emergency, e.g. Medical. Where you are incapable, physically or legally, of giving consent.

Fees

We supply a copy of information free of charge. We can charge a reasonable fee when a request is manifestly unfounded, particularly if it is repetitive. We may charge a fee where information has already been supplied.

We will endeavour to supply the information within one month but this may be extended if the request is complex and/or numerous. We do not need to explain why.

We must verify the identity of the person making the request using "reasonable means"