

## **IMPORTANT NOTES FOR PROSPECTIVE TENANTS**

**THIS PAGE MUST BE SIGNED  
BEFORE WE CAN PROCESS YOUR VIEWING**

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 this form before a viewing is arranged.
4. **Fully complete this form and return to this office. A standard application form will need to be completed once a viewing has taken place and you wish to make an application for a property** (for independent assessment).
5. **You may be asked to provide a guarantor.** Your Guarantor must also complete a referencing form and be a joint signatory to the lease.
6. Seek confirmation from ourselves as to whether the landlord will or will not allow pets.
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**

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

**A SPECIMEN COPY OF THE LEASE IS AVAILABLE UPON REQUEST.**

**Signature of acceptance:- \_\_\_\_\_ Dated: \_\_\_\_\_**



## VIEWING FORM

**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**

**Property Address:**.....

**Your details:**

Adult 1.....DOB..... Adult 2.....DOB.....

Adult 3.....DOB..... Adult 4.....DOB.....

Number of children under 18..... ages.....

Current Address.....Time at current address.....

Are you currently (please tick): owner..... private tenant..... with parents..... Other.....

Mobile no..... Email address.....

**Current employment:**

Are you currently employed (please delete) yes/no

Employment commencement date.....

Current annual salary/income .....

Any other income.....

**Other information:**

Do you have a right to rent in the UK: (please delete) yes/no  
(evidence will need to be provided if/when you complete an application form)

Do you have any pets (please delete) yes/no

Do you smoke (please delete) yes/no

Do you have any county court judgements or bankruptcy (please delete) yes/no

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

Print:..... Print:.....

Signed:..... Signed:.....

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

## 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”**