



Referencing Guidelines

The application form(s) are to be completed and returned to our office:
251 Upper Newtownards Road, Belfast, BT4 3JF

Referencing fee: £50.00 (Non-Refundable) The referencing fee can be paid by debit / credit card or cash. The application form must be fully completed where relevant. Please inform your 'Referees' they will be contacted as this can speed up the referencing outcome. The referencing process can take up to 5-7 business days.

Should you wish not to pay the application fee you can alternatively supply us with the following information: three months bank statements, experian credit report, proof of employment by way of a letter from your employer on headed paper, previous landlord reference, two character references, three months worth of payslips, a utility bill for current address and two forms of photographic identification. Information must be supplied for you the applicant and the guarantor.

Rent - Rent is quoted per calendar month and is payable in advance by standing order.

Deposit

A security deposit equivalent to one month's rent must be paid when an application has been accepted. The deposit will be held in a secure Deposit account (Tenancy Deposit Scheme Northern Ireland) for the duration of the tenancy. The deposit is held to cover damage; breakages and any other liabilities noted under your tenancy agreement and will be refunded at the end of the tenancy, providing all is in good order. Once the deposit is paid the property is taken off the market to yourself, once the property is taken off the market the deposit is non refundable.

Should your application be successful, we will agree a date for the tenancy to commence. For all tenancies, we will ask for one month's rent plus the deposit in advance, to be payable upon signing of the Tenancy Agreement.

Along with the application form please supply the following:

- Valid Photographic ID
- Valid proof of residency (utility bill, bank statement, valid tenancy agreement no more than 6 months old)
- Payslip (1 month's worth and no more than 3 months old) (If self-employed, a letter from your accountant confirming you are in funds to cover rent)
- £50.00 Application Fee

Guarantor

- Completed & Signed application form
- Valid Photographic ID
- Valid Proof of Residency
- Payslip (no more than 3 months old) if self-employed, a letter from their accountant confirming they are in funds to cover rent if needs be)

Please Note – Guarantor must be a UK Resident in full time employment, or a home owner. If you cannot supply a guarantor, then a double deposit may be required.

Client signature: _____

Date: _____

1 REFERENCE APPLICATION

Tenant first name Tenant surname

Contact Number Email

Address of property applied for

Postcode

Tenancy term (months) Monthly rent £ Share of rent £

In the event that you (the tenant) proceed to reference stage with this property, HomeLet will access the information you provide. As part of our commitment to process your application accurately and efficiently, we use an online application process that removes the need for complicated paper forms. But, we do need your signature to process your reference.

2 ABOUT YOUR REFERENCE [To be completed by the tenant]

Your reference will be completed by HomeLet on behalf of your letting agent. 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 Data Protection Act 1998 (the "Act")

In order to complete your 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 your 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 in order to obtain a copy of the information they hold.
- If you default on your rental payments, HomeLet may record this on a centrally held database of defaulting tenants, and that such a default could affect any future application for tenancies.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

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.

The provisions of Section 8, Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement

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 for a tenancy 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.

If you'd like to find out more about any of the information sources we access to complete your application, please visit www.homelet.co.uk/tenants/help/being-referenced/

Signed

Full name

Date

Following the completion of your reference, HomeLet or other Barbon Group companies may contact you by phone or post to let you know about additional services we can offer which may be of interest to you. These services could help protect your liability as a tenant as well as your personal contents. If you don't want us to contact you, please tick this box . We'll never pass your details on to a third party unless we ask for your express permission. If you'd like to unsubscribe from any services at any time, then please contact HomeLet on unsubscribe@homelet.co.uk

Yes, I'm happy for HomeLet and other Barbon Group companies to contact me occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit me as a tenant.

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia House, Edgewest Road, Lincoln, LN6 7EL

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this application is strictly prohibited. If you receive this application in error please notify us immediately by calling 0330 333 7234.

THIS DEED OF GUARANTEE for the tenancy of

BETWEEN

(1) Name of Guarantor –

AND

(2) Name of Landlord -

RECITAL

The landlord has granted a tenancy (short particulars of which are set out in the Tenancy Agreement to the tenant therein named (the tenant).

WITNESS

(1) The Guarantor in consideration of the Tenancy Agreement and grant therein contained hereby covenants with and to the landlord that:-

(a) If the Tenant shall make any default at any time during the term of the Tenancy Agreement and any extension of that term, whether evidenced in writing or not, in payment of the rent or in observing or performing any of the covenants or restrictions contained in the Tenancy Agreement the Guarantor will pay the rent and observe and perform the covenants or restrictions in respect of which the Tenant shall be in default;

(b) The Guarantor will at all times hereafter pay and make good to the landlord on demand all losses costs damages and expenses occasioned to the landlord by the non-payment of the said rent or any part thereof of the breach and non-performance of any of the said covenants and conditions on the part of tenant.

(2) That any variation of the Tenancy Agreement or any License granted there under at any neglect or forbearance on the part of the landlord in enforcing or giving time to the Tenant for payment of the said rents or any part thereof or the observance of performance of any to the said covenants and conditions shall not in any way release the Guarantor in the respect of his liability under the covenants on his part herein contained.

(3) References in this Guarantee to the Guarantor shall include the Guarantor named in this Guarantee and his successors and assigns and his executors or administrators.

In WITNESS whereof the Guarantor has executed this Deed, of the Tenancy Agreement

Dated this _____ day of _____ 2019

SIGNATURE OF GUARANTOR: _____

Full Name:

Address:

Occupation:

Mobile Number:

Landline Number:

ID Provided: YES/ NO

Signature of Witness: _____

Address: