

## TENANT APPLICATION FORM / REFERENCE FORM

***It is mandatory to complete the whole form. Please use black ink and capital letters.***

### Property details (to be completed by the landlord / letting agent)

Property address

Unique Property Reference number (UPRN):

Property type  Flat  Bungalow  Terraced house  
 Detached house  Semi-detached house

Contents  Unfurnished  Partly furnished  
 Fully furnished

Number of adults moving into the property

Proposed tenancy period  
 months

Proposed tenancy start date  
 (dd/mm/yyyy)

Rent for this property per calendar month  
 £

Applicant's share of rent per calendar month  
 £

Will this be the only or principal home of at least one of the tenants?  
 Yes  No

### Tenant identification (to be completed by the landlord / letting agent)

Has proof of residency been copied and put on file?  
 (Proof of residency means two original and different documents such as bank statement, utility bill, council tax bill, telephone bill etc. with the applicant's name and current address on. The documents must not be older than three months, or the most recent version if issued less frequently, when this application is made.)  
 Yes  No, specify why

Has a certified and signed copy of a driving licence and/or passport and/or other valid personal identification been put on file?  
 Yes  
 No, specify why

### Tenant applicant details (everything below to be completed by the prospective tenant)

Title

All forenames

Surname(s)

Also known as

Marital status

Any previous surnames

Date of birth  
 (dd/mm/yyyy)

Email address

Who will be funding the deposit?

Telephone home

Telephone mobile

Telephone work

Telephone other

Nationality

Passport number

Fax number.

Visa or other residence permit (if applicable)

Please provide the address of any other UK property you own jointly or on your own.

Do any of the applicants enjoy diplomatic immunity?  
 Yes  No

Current address:

  
  
  
  

Current rent £ Per calendar month  
 Reason for leaving:

  
  
  

Are there any reasons your current landlord might not re-let to you? Yes / No  
 If yes, please provide details

  
  
  

Time at address (x years/ x months):

  
  

Status at current address  
 Tenant (private)    Tenant (council)    Owner  
 Living with friends    Living with family  
 Other, please specify

Previous addresses during the last three years including status at each address and reason for leaving

  
  
  
  
  
  
  
  
  
  

**Next of kin** (a relative, employer, close friend etc.)

Forenames and full surname(s) (not a joint tenant)	Telephone	Address (not the property address)	Email

May we also use this address and your other details above, as post tenancy contact details?  
 Yes No If No, please complete post tenancy contact details below.

Post tenancy contact details

  
  
  

**Please list everyone who will live in the property** (including date of birth for those under 18) (include the tenant)

Full name(s)	Nationality	Date of birth	Relationship to the applicant (joint tenant, dependant, spouse etc.)	Smoker (yes/no)

**Please list any pets that will be kept in the property**

Type of pet (include breed for dogs)	Number (if relevant)	Other relevant information (fully grown, puppy etc.)

**Employment information**

Employment type     Full time employed     Part time employed     Temporary / contract     Unemployed  
 Self-employed     Retired     Full time student     Part time student  
 Homemaker     Other, please specify

Job title / occupation	Business name and type of business	Do you need a work permit to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer's / accountant's name and address	Employer's landline phone number
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Gross annual salary £	Time in job (years and months)	Department
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Payroll number	Are you in receipt of any other income (if yes, please specify)
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Full contact name for employer reference	Please confirm that the person within the company has the authority to provide a reference <input type="checkbox"/> Yes
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Referee's position and department	Referee's landline telephone number
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Referee's email address	Referee's fax number
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If less than six months in present job, please supply previous employer details, including time in that employment

**Current landlord / letting agent / lender**

Full name and address

Amount of rent / mortgage paid  
 (per calendar month)  
 £

Reference number (roll number/  
 account no. etc.)

Other relevant information

Full name of contact person

Email address

Telephone landline

Telephone mobile

Fax number

**Bank details**

Full name and address of your bank

Branch sort code   -   -

Account number

Account holder's name

Overdraft facility  
 Yes  No

Overdraft limit  
 £

If currently overdrawn, how much?  
 £

**Other financial commitments (car purchase, maintenance to former partner, credit card debt etc.)**

Name of lenders / credit card companies	Loan amount	Monthly payment	Loan expiry date	Credit card limit	Card balance

**Tenancy record**

Have you or anybody else moving in to the property, who is not a joint tenant, breached any terms of a tenancy agreement within the last 3 years?

No  Yes, please specify



a: 12 East Street, Wimborne BH21 1DS  
e: homes@fisksestateagents.co.uk  
w: www.fisksestateagents.co.uk  
t: 01202 880000

### Financial history

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?

- No     Yes, please specify

Are you, the company, any beneficial owners of the company or anybody moving into the property, a designated person on the Economic Sanction List?

- No     Yes, please specify

### Criminal record

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?

- No     Yes, please specify

### Other

Additional information that may be relevant to this applicant/application

### Tenant declaration

I hereby confirm that, following reasonable enquiries, the information I have given in this application form is true and accurate to the best of my knowledge and not misleading.

I confirm that I have been given the opportunity to read the relevant Applicant Privacy Notice.

I understand that the relevant information may be 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 collect money owed.

I understand and agree that the letting agent will use the information provided to carry out the required referencing and 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 may lose all or part of the holding deposit.

I understand that all application details, information given by credit reference companies and ongoing tenancy information will be shared between the letting agent and landlord in accordance with the relevant privacy notice.

I understand and agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

As part of the legal process of letting a property, we may be required to provide you with certain information prescribed by law. Please tick this box if we may email you, using the email address above, providing any documents required by the Renting Homes (Wales) Act 2016 and other important documents, other important information and notices to reduce our environmental impact through unnecessary printing.

~The Deadline for Agreement is the date by which the agreement needs to be completed or the Holding Deposit will become refundable unless one of the events listed in Schedule 2 of the Renting Homes (Fees etc.) (Wales) Act 2019 occurs.

It is agreed that the Deadline for Agreement for this tenancy will be:

It is agreed that the holding deposit may be applied to the security deposit at the start of the tenancy

Signed by the applicant: .....    Print name: .....

Date: .....



a: 12 East Street, Wimborne BH21 1DS  
e: [homes@fisksestateagents.co.uk](mailto:homes@fisksestateagents.co.uk)  
w: [www.fisksestateagents.co.uk](http://www.fisksestateagents.co.uk)  
t: 01202 880000

## Tenant Applicant Privacy Notice

Fisks is committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, Fisks, is the Data Controller, Iain McTaggart is the person responsible for data protection and can be contacted at 12 East Street, Wimborne, Dorset. BH21 1DS

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

### Information held

The personal data we process may include the information in column A of the attached appendix and may also include other sensitive data concerning health, if relevant to your application. Where the provision of data is a statutory, a contractual requirement or a requirement necessary to enter into a contract, a refusal to provide the data may mean that we are unable to provide you with our service.

To ensure that we provide you with the best service possible we will need to collect and retain certain personal data. The data may be collected and processed by those listed in columns B and F. How we source the data is identified in column C. We may source data from third parties or via third parties e.g. Credit referencing company.

### Lawful basis of processing

Your personal data will be used for the activities in column D. There are six lawful bases for processing your data including consent, a legitimate interest, contract fulfilment, a legal obligation and a vital interest. For each usage of the data the lawful basis of the processing of your data will be identified in column E. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you.

Where we state that we have a legitimate interest, the fact that we have a legitimate interest and what that legitimate interest is, will be stated in column E, e.g. to keep in touch with you during the pre-tenancy process; to seek your consent when we need it to contact you; fulfilling our legal and contractual duties.

### Online identifiers, IP addresses and cookie identifiers

When you visit our website, we may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns.

We may obtain information by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site. You can find more information about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org)

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the privacy policy of that website provider. We have no control over that privacy policy or the terms of the website and you should check their privacy policy before continuing to access the site.

### Recipients of personal data

It will be necessary for us to process or share all or some of your personal data with a range of individuals, businesses and organisations and these may include those listed in column F.

### Where is the data stored?

Your personal data is stored in the way described in column G and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

### Retention period and criteria used to determine the retention period

We will retain some elements of your personal data for up to the time defined in column H after the application process. The information that can be anonymized will be that which is no longer required for either contractual fulfilment or a legitimate interest. If the lawful basis for processing your data was consent then you may withdraw such consent at any time.

### Your rights

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information.

You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible.

You have a right to require erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim).

You have some rights to ask us to restrict processing i.e. to block or suppress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

### Your right to object

You do have a right to object to further processing of your personal data. We may be required to stop processing unless there is some other legitimate basis of processing such as a legitimate interest or a requirement for the exercise or defence of a legal claim.

### Withdrawal of consent

Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to Iain McTaggart at 12 East Street, Wimborne, Dorset. BH21 1DS or emailing [iain.mctaggart@fisksestateagents.co.uk](mailto:iain.mctaggart@fisksestateagents.co.uk)

### How to lodge a complaint with the supervisory authority

The supervisory authority responsible for data protection is the Information Commissioners Office (ICO) to whom concerns may be reported by phone on 0303 123 1113 or +44 1625 545 745 if calling from outside the UK, by email using the form on the website [ico.org.uk](http://ico.org.uk) or the live chat function.

Data controller: PROPERTY MANAGER			Data Subject: APPLICANT/ TENANT					
Information held	Who is collecting it?	How is it collected?	Why is it collected (what are we going to do with it?)		Lawful basis for processing	Who will it be shared with?	How is it stored?	When will it be deleted?
Column A	Column B	Column C	Column D	Column E	Column F		Column G	Column H
Name and Address	Property Manager	Application Form	Tenancy Agreement/Save on database	Contractual	Property Manager, Landlord, Referencing agency, utility providers, DPS, signable		CRM system, Dropbox, paperfile	6 yrs from end of tenancy or sooner
Date of Birth	Property Manager	Application Form	To complete credit check	Contractual	Property Manager, Referencing agency,		CRM system, Dropbox, paperfile	6 yrs from end of tenancy or sooner
ID	Property Manager	Face to face	Right to rent check	Legal/Contractual	Property Manager		Dropbox, paperfile	12 months from the date on which the tenancy ends
Reference report	Property Manager	Tenant input details on portal, Application form	To access suitability for renting	Contractual	Property Manager, landlord.		Dropbox, paperfile	6 yrs from end of tenancy or sooner
Financial	Property Manager	Application form	To access suitability for renting	Legitimate	Landlord		Referencing agency, dropbox, paperfile	6 yrs from end of tenancy or sooner
Email address	Property Manager	Email, application form, face to face	Processing and managing tenancy	Legitimate	Property Manager, landlord, utility provider, referencing agency, DPS, signable		CRM system, Dropbox, paperfile	6 yrs from end of tenancy or sooner
Contact details	Property Manager	Email, application form, face to face	Processing and managing tenancy	Legitimate	Property Manager, landlord, utility provider, referencing agency, DPS		CRM system, Dropbox, paperfile	6 yrs from end of tenancy or sooner
Next of Kin	Property Manager	Application Form	Unable to contact tenant/applicant	Legitimate/Vital	Property Manager, Landlord, Utility provider, emergency services		CRM system, Dropbox, paperfile	6 yrs from end of tenancy or sooner
Guarantor details	Property Manager	Application Form	Supporting the tenancy	Contractual	Property Manager, landlord, utility provider, referencing agency, DPS, signable		CRM system, Dropbox, paperfile	6 yrs from end of tenancy or sooner
Childrens details	Property Manager	Application Form	Processing and managing tenancy		Property Manager, landlord, signable		CRM system, Dropbox, paperfile	6 yrs from end of tenancy or sooner
Bank details	Property Manager	Application Form	Payment of rent, returning of deposit	Legal/Contractual	Property Manager, DPS, Barclays		CRM system, Dropbox, paperfile, Barclays online banking	6 yrs from end of tenancy or sooner