1 PROPERTY TO LET [To be completed by the Letting Agent]

Property Address

Postcode
Total rent per calendar month

Property Let Type

Let Only
Managed
Rent Collect

No. of bedrooms

Property type

Detached
Semi detached
Flat
Terraced
Bungalow

When was the property built?
(eg 1984)

Tenancy term (months)
Number of Tenants
Tenancy start date / /

Is the tenant paying the full rent in advance? Yes No

If yes, do you require Rentshield Direct to obtain financial references? Yes No

Please complete Section 2

2 PRODUCT SELECTION [To be completed by the Letting Agent]

Please select the service required, TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.

Insight
Enhance
Optimum
Please complete Section 3
3 LETTING AGENT: WHAT IS THE TENANT’S SHARE OF RENT

3.1 YOUR PERSONAL DETAILS [To be completed by the Tenant]

Title:  Mr  Mrs  Miss  Other

First name

Last name

Email

Other/Maiden/Previous name(s)  Date of birth  /  /

Residential Status  Property owner  Council tenant  Private tenant  Living with friends/relatives

Employment status  Employed  Self-employed  Retired  Independent means

On contract  Student  Unemployed

Total gross annual income

Your Telephone

Bank / building society details: please provide the details of your current account

Account holder(s)

Bank name

Bank Account no.

Sort code

IMPORTANT - ADVERSE CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?  NO  YES

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

4 YOUR ADDRESS [To be completed by the Tenant]

Current Address

Postcode

Period at Address  Years  Months

Previous Address

Postcode

Period at Address  Years  Months

Status  Owner  Rented  Living with parents  Council tenant  Other  Please complete section 5

Previous Address

Postcode

Period at Address  Years  Months

Status  Owner  Rented  Living with parents  Council tenant  Other  Please complete section 5
5 YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT [To be completed by the Tenant]

If you are not a private tenant, please move to section 6.

If you are a private tenant please provide the details of the person or company that you pay your rent to now:

Name

Address

Telephone

Evening Telephone

Email

Fax

Postcode

Please complete section 6

6 YOUR FINANCIAL / EMPLOYMENT INFORMATION [To be completed by the Tenant]

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current Employer  ○  Pension Administrator  ○  Accountant  ○  Self employed (SA302 / SA100)  ○  Benefit / Savings / Other  ○

Company Name

Address

Postcode

Contact Name

Contact Position

Telephone

Fax

Mobile

Email

Your position

Is this position:  Permanent  ○  Contract  ○  Contract Terms  ○ Months  ○  Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum:

If self employed please indicate your average earnings from the last year

Basic salary

Commission / Overtime

Start Date  ○  End Date (if applicable)

Details of savings / benefits:

Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

Do you have a second job, or additional pension? IF YES, please enter the details in section 7

Will your employment change before the proposed tenancy starts? IF YES, please go to section 7

IF NO, please go to section 8
### 7 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Tenant]

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

<table>
<thead>
<tr>
<th>Option</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Future employer</td>
<td></td>
</tr>
<tr>
<td>Second employer</td>
<td></td>
</tr>
<tr>
<td>Pension administrator</td>
<td></td>
</tr>
<tr>
<td>Accountant</td>
<td></td>
</tr>
<tr>
<td>Benefit/other</td>
<td></td>
</tr>
</tbody>
</table>

**Company Name**

**Contact Address**

**Postcode**

<table>
<thead>
<tr>
<th>Role</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Contact Position</td>
<td></td>
</tr>
</tbody>
</table>

**Telephone**

**Fax**

**Email**

Providing an email address or fax number could result in a **QUICKER RESPONSE from your referee.**

**Your Position**

**Is this position:**

- Permanent
- Contract
- Contract Terms
- Months
- Hours per week

**Payroll/Service/Pension number:**

**Gross Salary/ Pension /Drawings per annum:**

**Start Date**

**End Date (if applicable)**

If self-employed please include your average earnings from the last year

### 8 ADDITIONAL INFORMATION [To be completed by the Tenant]

**PLEASE NOTE**, the information contained within this section is not mandatory for your reference, however your letting agent may require this to assist with your application

**Marital status:**

- Single
- Married
- Divorced/Separated
- Other

**Are you a smoker?**

- YES
- NO

**Do you have any pets?**

- YES
- NO

**Details / type of pets**

Names and ages of any children / dependents who will be occupying the property

**National Insurance Number**

**Passport Number**

**Nationality**

**Your next of kin (this should NOT be your spouse):**

**Name**

**Address**

**Postcode**

**Telephone**

**Relationship**

**How long known**

**Years**

**Months**

Please complete section 9

Confidentiality note: The information contained within this application is being transmitted and is intended only for Rentshield Direct. 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 0800 035 8255.
9 ABOUT YOUR REFERENCE [To be completed by the Tenant]

Your reference will be completed by Rentshield Direct on behalf of your letting agent. Rentshield Direct is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation ("GDPR").

In order to complete your application, Rentshield Direct will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- Rentshield Direct 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, Rentshield Direct 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 Rentshield Direct use and you may also apply for a copy of the information they provided to Rentshield Direct.
- If you default on your rental payments, Rentshield Direct may record this on a centrally held database of defaulting tenants, and that such a default could affect any future application for tenancies, credit, and/or insurance.
- Rentshield Direct may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Rentshield Direct.
- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Details of addresses, including past, current and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both you, the data subject, and the third-party companies. 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 Rentshield Direct 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 Rentshield Direct 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.

Signed

Full name

Date

Following the completion of your reference, Rentshield Direct 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 Rentshield Direct on marketing@rentshielddirect.com

☐ Yes, I’m happy for Rentshield Direct 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.

Rentshield Direct is a trading name of Barbon Insurance Group Limited. The company’s main operating and correspondence address is Rentshield House, Unit 9, Broadmeadow Industrial Estate, Teignmouth, TQ14 9AE. The company’s registered number is 3135797 and the registered address is Hestia House, Edgewest Road, Lincoln, LN6 7EL. Barbon Insurance Group Ltd is authorised and regulated by the Financial Conduct Authority.

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