



**Adverse Data**

\*Do you have any adverse data to declare? (e.g. bankruptcy, IVA, CCJ) – YES / NO

IF YES, please provide details:

**Criminal Convictions**

Do you have any criminal convictions? YES / NO

IF YES, please provide details:

**\*Address History**

Please provide at least 3 years' worth of address history starting with most recent first)

**\*Current Address**

**\*Landlord Details**

**\*Status (Please circle appropriate) –**

**\*Landlord/Managing Agents Name –**

Tenant / Living with Family/Friends/Homeowner

**\*Move in Date MM/YYYY –**

**\*Tel Number –**

Move out Date DD/MM/YYYY –  
Leave blank if still there

**\*Email Address –**

**\*Full Address inc post code –**

**\*Address –**

**Address 2**

**\*Status (Please circle appropriate) –**

Tenant / Living with Family/Friends/Homeowner

\* Move In Date MM/YY

\* Move Out Date MM/YY

Full Address inc post code –

**\*Landlord Details**

\*Landlord/Managing Agents Name –

\*Tel Number –

\*Email Address –

\*Address –

**Address 3**

**\*Status (Please circle appropriate) –**

Tenant / Living with Family/Friends/Homeowner

\* Move In Date MM/YY

\* Move Out Date MM/YY

Full Address inc post code –

**\*Landlord Details**

\*Landlord/Managing Agents Name –

\*Tel Number –

\*Email Address –

\*Address –

## Income and Occupation Details

**\*Status (Please circle appropriate)** – Employed/Self Employed / Director of Limited Company / Sub Contractor / Retired / Unemployed

*If you are retired or unemployed, please move onto the next page*

\*Hours of Work (Please circle appropriate) – Full Time/Part Time

\*Contract Type (Please circle appropriate) – Permanent/Temporary

\*Job Title/Profession:

\*Annual Personal Income (gross) –

Annual Bonuses:

Annual Commission:

Payroll Number (if applicable):

\*Start Date:

End Date (leave blank if still in this position):

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## Employer/Accountant Details

\*Company Name:

\*Contact Name:

\*Telephone:

\*Email Address:

\*Full Company Address  
(inc post code)

## Additional Income

**Type (Please circle appropriate)** – Pension / Benefits / Savings / Independent Means (e.g. Stocks/Dividends) / Other

**Annual Income –**

Please provide any additional information relating to the above:

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## Tenants Contents Insurance

When you rent a property, many tenants consider insurance to be the landlord's responsibility. Your personal possessions, furniture and valuables are at your own risk should an event such as fire, theft, storm, flood, or accidental damage occur.

Our tenant's contents insurance policy offers:

- Accidental Damage
- Contents Insurance
- Alternative Accommodation
- Replacement Locks
- Contents Temporarily removed from the Home
- Liability up to £2 million

The tenancy agreement will also mean that you are responsible for any Accidental Damage that happens to the landlord's contents and fixtures, which will not usually be covered by a standard household contents policy

Hazelton Mountford Ltd offer bespoke insurance products for tenants for as little as £10 per month.

If you would like one of our insurance consultants to contact you, please tick the box below and you will be contacted within 24 hours of the reference being completed.

**Yes, please contact me**

**ADDITIONAL INFORMATION –**

This information is required by Jackson, Green & Preston to ensure that you are a suitable tenant for the property you have applied for; however it is not required for referencing purposes.

Do you have any Pets? YES  NO

If Yes, please provide details of the type of pet & age. \_\_\_\_\_

Do you smoke? YES  NO

\*Please note that all of our properties are strictly non-smoking\*

Do you have any children? YES  NO

If Yes, please provide names & ages \_\_\_\_\_

Do you operate a business from home? YES  NO

Next of Kin Details (This must not be anyone else who will be living at the property with you)			
Name			
Full Address			
Phone Number		Email	
Relationship			

The above information is true to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Your consent**

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

**Privacy notice**

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Jackson Green & Preston of 19 West Saint Mary's Gate, Grimsby, DN31 1LE

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

You can view our full Privacy Policy on our website at <https://www.jacksongreenpreston.co.uk/legal/privacy> or by request in our office.

**Disclosures of your personal details**

We may share your information with:

- (i) credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
- (ii) other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights.

**Marketing information**

We would also like to use your personal details:

- (i) to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
- (ii) to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you.

**Accessing your information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

Please send any questions, comments, complaints or requests regarding this privacy notice to: [rented@jacksongreenpreston.co.uk](mailto:rented@jacksongreenpreston.co.uk)

## **GUIDANCE FOR PROSPECTIVE TENANTS**

Below is a brief outline of the costs and timescales involved in setting up a tenancy.

If, after viewing, you wish to rent one of our available properties, it can be reserved on payment of referencing fees. Regrettably, our viewing representative is not in a position to accept reservations and prospective tenants must bring their referencing fees in person into the Grimsby Office in order to reserve a property.

Payment cannot normally be made over the phone. Reservations are usually accepted on a first come, first served basis, subject to the landlord's discretion.

At the time of reservation, we will require details of the date on which you wish to commence the tenancy, and, in addition, we will also need to see photo identification (passport or driving licence) and proof of consumer credit (i.e. mobile phone, bank statement, etc.).

The referencing fee is £80.00, which is to cover the cost of searches and VAT. This is non-refundable, but will enable us to hold the property for you whilst we carry out a credit search etc. This fee is for a single Tenant. In respect of additional Tenants (this includes Spouse, Partner, Sharer and any children over the age of 18 years), a further sum of £80.00 per person is required for referencing purposes. All intending occupants must be fully disclosed on the Application Form.

If your application is reliant upon the sale of a property, we reserve the right to take 50% of the first month's rent at the time of application. Should your application fail due to the pending sale not completing as planned, the advance rent will be paid to the Landlord as compensation for advertising and viewing time lost. Alternatively, you could opt to keep the property on the open market until your sale completes, on the understanding that if a second application is taken it may supersede yours.

All prospective tenants or guarantors must provide proof of residency at their current address by means of a consumer credit bill (i.e. credit card statement, bank statement, mobile phone statement, Sky Digital/Virgin Media bill), plus proof of their ID (as verified by their passport, photographic driving licence suitably endorsed by their GP, Solicitor, Accountant or a suitable professional person).

Following proof of I.D./consumer credit, payment of the referencing fee will enable us to hold the property for 14 days whilst credit searches and general referencing is being obtained. Should referencing not be completed in this period, due to delays from the tenant or from the tenant's referees or guarantors, we reserve the right to remarket the property and all referencing monies will be forfeited.

Prospective tenants must have been a resident in the UK for at least 3 years and be in full-time employment – otherwise a UK-based guarantor will be required.

All named tenants are legally liable for the whole of the rent and joint tenancies, whether a married couple, long-term relationship or even just tenants in common, will be vetted independently.

The referencing period is normally completed well within 14 days, however, in exceptional circumstances, we may extend the normal holding period, if we consider there has been an unavoidable delay in the referencing procedure.

It is solely at the discretion of the Agent whether this period is extended, beyond the 14-day period outlined in 2 above and in order to ensure that they do not lose the property, prospective Tenants need to ensure their referees (and in particular any guarantors) respond quickly to all correspondence.

We will aim to complete the tenancy documentation and grant occupation as soon as practical. If the property is vacant, we insist that, in the absence of any previous agreements to the contrary, the tenancy must commence within 10 working days of the date tenant being notified of their references being approved. In instances where an alternative date has been agreed for commencement, the tenant is expected to comply with the original Agreement. Any delay by the applicant in taking up the tenancy will result in the property being remarketed and the loss of the referencing fee.

Tenancies, when granted, are subject to completion of any works and are subject to vacant possession.

On the point of signing the Tenancy Agreement, we will require payment of the following:-  
A registration fee, (this is £85.00 for a single applicant and £120.00 for two or more applicants); the first month's rent (or 4 x weekly); and a deposit. (The deposit is different for each property and is marked clearly on our list of available properties, next to the monthly/weekly rental, this sum being held in a secure non-interest bearing Client Account, and is refundable at the end of the Tenancy, subject to the property being left in a clean, tidy and undamaged condition).

We are members of the Tenancy Dispute Service, and full details of the policy and procedures will be provided at the start of the tenancy. However, should you require details before this time, please contact our Office.

In respect of the charges outlined above, we accept payment by cash, debit cards, or cheque (provided sufficient time is allowed for the cheque to clear between payment and the commencement of Tenancy) and are able to also accept the first payment of deposit and rent by the same means.

Most of our properties are let unfurnished and we recommend that the proper insurance cover is taken out to protect any of your own personal possessions and accidental damage to the Landlords' property. We are pleased to assist in relation to these insurances and further information about policies available can be obtained from our Grimsby Office.

In order to address any problems that our tenants may be having, and to ensure the properties under our management remain in a satisfactory condition, we carry out regular inspections, usually on a four-monthly basis. Notice will be given to tenants in advance and access must be allowed during normal Office hours, i.e. Monday to Friday 9.30am-5pm.

Inventory checks at the commencement and end of the tenancy are carried out Monday to Friday between the hours of 9.30am-3pm.

**A LARGE PRINT VERSION OF THIS FORM IS  
AVAILABLE ON REQUEST**

# Privacy Notice

## (How information about you will be used)

### Legal basis for processing data:

Processing data is necessary for the purposes of legitimate interest pursued by Hazelton Mountford Referencing Ltd except where such interests are overridden by the interests, rights or freedoms of the data subject (you).

### What information we collect about you:

When your agent/landlord contacts us to carry out a tenant reference, we collect the relevant information that we require to verify and assess your application. The information may vary dependent upon your circumstances.

### When we collect this information:

We collect this information via an online application form and in addition, contact any necessary third parties, which will include but not be limited to parties included in the application form; including any employer/accountants, previous/current landlords and other third parties that could support your application.

### How we store your personal data:

We hold your personal data electronically. The system is securely backed up and data encrypted to protect your data from cyber-attacks and online hackers.

### How your information will be used and who might we share it with:

References and information obtained in relation to this application, including the credit check, will be shared freely between Hazelton Mountford Referencing Ltd, the prospective letting agency and/or landlord and any third-party companies that the landlord/letting agency consider necessary to the tenancy such as, but not limited to, their insurers, the local authority and utility companies.

We may share your data with other third parties in order to meet our legal or regulatory requirements.

As part of the process, you will be asked if you require a tenant's home contents insurance quotation. If this is requested, the relevant information necessary to provide you with a quotation will be passed to Hazelton Mountford Ltd, Insurance Brokers for this purpose.

We will also share your information with, and obtain information about you, from a credit reference agency, CallCredit. Please note that any searches undertaken will be *soft searches* and will not affect your credit rating. A 'footprint' will be left on your credit file.



**How long we will keep your data for:**

We will retain any information we have collected about you for up to 5 years after the reference is completed. In certain circumstances it may be necessary to retain your personal data for longer. All retention periods are documented in our data retention policy.

**Your rights of access to your data:**

Under the GDPR you have a right to obtain a copy of the personal information that we hold about you free of charge. If you believe that any information held is incorrect or incomplete, you should contact us (see contact details below). Any information that is found to be incorrect or incomplete will be amended promptly.

**Erasure rights:**

You have the right to request the deletion or removal of your personal data if you feel there is no compelling reason for its continued processing.

**Your right to object:**

Under the GDPR you have the right to object to us processing personal data based on grounds relating to your particular situation. If you object to us processing your personal data we will stop unless: there are compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defense of a legal claim.

**Your right to complain:**

You have a right to complain to the Information Commissioners Office if you feel there is a problem with the way we are handling your data. Please contact <https://ico.org.uk/concerns/handling/>

**Marketing:**

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

We will not use your information or share your information with any other company for marketing purposes without your prior consent.

**Contact details:**

If you need any further information or need to contact us please write to us at 4 Bank Street, Worcester, WR1 2EW : [enquiries@hazeltonmountford.co.uk](mailto:enquiries@hazeltonmountford.co.uk): Tel 01905 611951

**I confirm that I have read this Privacy Statement and consent to my personal data being processed and stored in accordance with this.**

**PLEASE SIGN HERE:**

**DATE:**

# What to Expect from the Referencing Process

## **Credit check:**

Upon submission of your application form, a credit check will be carried out via CallCredit, a third party credit data provider. The information used to run this credit check includes your full name, date of birth, current and previous addresses as well as any linked addresses held by CallCredit that have been associated with you through the electoral roll and/or credit agreements.

## **Obtaining references:**

Upon submission of your application form, the referees you supply us with will be contacted via an automated email. These will include current and previous landlords or letting agents, together with current employer or accountant where applicable.

## **Income verification:**

We will need to verify an applicant's income as part of the referencing process. This applies to tenant and guarantor applications in the same way. We will require employers and accountants to complete an income reference form, confirming your annual personal income. We will also need to follow our internal process of verifying that the source of the reference is a legitimate organisation, and further documentation may be required if we are unable to do this.

For applicants who are retired, or have other means of income outside of employment, we will require to see any official documentation that show the income such as benefit award letters, pension statements or bank statements if necessary.

**I confirm that I understand the referencing process as described and consent to Hazelton Mountford Referencing Ltd carrying out the referencing process.**

**PLEASE SIGN HERE:**

**DATE:**

# Employer Reference Consent Letter

The following letter will be automatically generated from our system and sent directly by email to your employer.

Applicant Name:

To whom it may concern,

I \_\_\_\_\_ DOB \_\_\_\_\_ give my consent for the release of data and information regarding my personal earnings to Hazelton Mountford (Referencing) Limited for the purpose of tenant referencing.

The information that I permit you to release includes, but is not limited to:

- \* Annual income including commissions, bonus schemes, allowances or dividends if applicable
- \* The terms of my employment or self-employment
- \* Dates between which I have been employed or self-employed in my current role
- \* My current address, as it is listed in your records

Signed: *John Example Smith*

Date: \_\_\_\_\_

I confirm that I have read this letter and consent to this being sent on my behalf to authorize my employer to issue an income reference.

**PLEASE SIGN HERE:**

**DATE:**

(Some employers will still require us to provide them with a document that is physically signed by you, in which case this will be emailed to you to print, sign and return it to us.)

# Terms & Conditions

I confirm that the details that I have provided are, to the best of my knowledge, true. I also confirm that by submitting this application form, I am aware that any information that I have provided will be used by Hazelton Mountford Referencing Ltd. to verify and assess my application. This information might also be used to help recover any arrears that may occur and to get in contact with me once the tenancy is ended.

The information that I have provided may be accessed in the future. It may be used to assess a future application should I apply for tenant/guarantor status again. It may also be used if the details are needed by Hazelton Mountford Referencing Ltd., the letting agent, landlord, and/or third party companies that the landlord/letting agency use (at their discretion) as necessary.

I consent for the details I have supplied in the application form to be used by CallCredit, a credit reference agency, to assess my credit profile and residency information via checks on the electoral role and credit agreements etc. and all the associated actions that may occur, including a 'footprint' being left on my credit profile. The information returned from CallCredit will be used to assess my application.

Signed:

Date:

**Thank you for taking the time to complete this application form. Please ensure that you have read our Terms & Conditions and Privacy Policy, and signed in 4 places.**

If you have any queries please do not hesitate to contact The Referencing Team on 01905 721243.

HM Referencing and the letting agent will do their utmost to complete this process ASAP and keep you informed of any questions we may have and updates in regards to your referencing process.