

In accordance with the Data Protection Act we will ensure that any data provided by you is processed fairly and securely. We may disclose any information relating to the applicant where we or the person requesting the information has a legitimate need for the disclosure.

1. THE PROPERTY YOU ARE APPLYING FOR

Address:	
Town:	County: Postcode:
Monthly Rent (£):	Deposit (£):
When you would like to move in? :	Initial period required:

2. TYPE OF PROPERTY YOU ARE LOOKING FOR

BEDROOMS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	More	
BUDGET	Minimum £		Maximum £			
AREA	Thanet <input type="checkbox"/>	Acol <input type="checkbox"/>	Palm Bay <input type="checkbox"/>	Broadstairs <input type="checkbox"/>	Sandwich <input type="checkbox"/>	Birchington <input type="checkbox"/>
	St Peters <input type="checkbox"/>	Margate <input type="checkbox"/>	Minnis Bay <input type="checkbox"/>	Ramsgate <input type="checkbox"/>	Dane Valley <input type="checkbox"/>	Westgate <input type="checkbox"/>
	Cliffsend <input type="checkbox"/>	Garlinge <input type="checkbox"/>	Herne Bay <input type="checkbox"/>	Dumpton <input type="checkbox"/>	Westbrook <input type="checkbox"/>	Canterbury <input type="checkbox"/>
	Minster <input type="checkbox"/>	Cliftonville <input type="checkbox"/>	Whitstable <input type="checkbox"/>			
TYPE	House <input type="checkbox"/>	Flat <input type="checkbox"/>	Studio <input type="checkbox"/>	Maisonette <input type="checkbox"/>	Bungalow <input type="checkbox"/>	Bungalow <input type="checkbox"/>
	Cottage <input type="checkbox"/>	Room <input type="checkbox"/>				
FURNISHED	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Part <input type="checkbox"/>			
SMOKING	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
PETS	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
GARDEN	Small <input type="checkbox"/>	Medium <input type="checkbox"/>	Large <input type="checkbox"/>	Patio <input type="checkbox"/>	Shared <input type="checkbox"/>	No <input type="checkbox"/>
PARKING	Street <input type="checkbox"/>	Garage <input type="checkbox"/>	Allocated <input type="checkbox"/>	Permit <input type="checkbox"/>	Driveway <input type="checkbox"/>	None <input type="checkbox"/>
	Car Park <input type="checkbox"/>					

3. COMPANY LET OPTIONS

Company Name:			
Address:			
Town:	County:	Postcode:	
Company Registration No.	VAT No.		

4. CONTACT DETAILS*

Title:	Marital status:
Forename (s):	Date of Birth:
Middle Name (s):	Nationality:
Surname (s):	
Previous Full Name (if changed in the last 12 months):	
Home Tel:	Work Tel:
Mobile:	Email:

5. PERSONAL DETAILS*

Do you have both rent and deposit in advance?
 Do you plan on renting for longer than 6 months?
 Do you smoke?
 Do you have pets of any type? Please state type*
 Are you aware of any County Court Judgements? *
 Have you been subject to bankruptcy? *
 Have you been subject to a criminal prosecution? *
 Do you have alcohol/drug related convictions? *
 Have you been evicted from a property before? *

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

*If Yes to Questions marked, please provide full details below.

6. CURRENT PROPERTY*

Current property status: (Please tick relevant box?)

Homeowner Council Tenant Private Tenant Living with Parents

Other:

Current Address:

Town:

County:

Postcode:

Current Monthly Rent (£):

Why are you moving from your current home?

How long have you lived at this address?

Years

Months

If renting, have you served notice to your landlord/agent?

YES

NO

If no, have you been given notice by your landlord/agent?

YES

NO

Date you need to move in to property by:

7. PREVIOUS PROPERTY*

Previous property status: (Please tick relevant box?)

Homeowner Council Tenant Private Tenant Living with Parents

Other:

Previous Address:

Town:

County:

Postcode:

How long have you lived at this address?

Years

Months

8. CURRENT OR MOST RECENT LANDLORD OR AGENT*

Name of Managing Agent:

Contact Name:

Address:

Town:

County:

Postcode:

Email:

Telephone:

Mobile:

Have you rented through Regency before? Yes / No

State address:

9. SOURCE OF INCOME*

What are your sources of income?

	YES	NO
Employed	<input type="checkbox"/>	<input type="checkbox"/>
Self-employed	<input type="checkbox"/>	<input type="checkbox"/>
Investments/savings?	<input type="checkbox"/>	<input type="checkbox"/>
Pension	<input type="checkbox"/>	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of income:

*If you do receive benefits, please state what and how much you get for each one.

10. EMPLOYMENT DETAILS*

Full Time	<input type="checkbox"/>
Part Time	<input type="checkbox"/>
Temporary Contract/Agency	<input type="checkbox"/>
Student	<input type="checkbox"/>

Other:

Job Title: (Tick where applicable)

Manager, Director, business owner	Self-employed, freelance	Professional	Graduate trainee	Administrator or assistant role	Skilled tradesperson	Sales Assistant or customer service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment Sector: (Tick where applicable)

Tech & ICT	Creative Industries	Financial & banking	Public sector health	Pharmaceuticals and biotech	Construction	Professional (Legal, accounting, architect, ect)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education (employed)	Student	Retail	Leisure	Transport	Media. Broadcast, advertising including digital advertising	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employer:

Contact

Address:

Town:

County:

Postcode:

Email:

Telephone:

Mobile:

Position Held/Department:

Employee/PAYE reference:

Annual Gross Salary (before tax):

Commission/Overtime/other income:

Is your job likely to change? Yes No

Employment Commencement Date:

If temporary employment, is the contract for a fixed term? If so how long?

Previous employer if employed less than 6 months with current employer

Contact:

Address:

Town: <input type="text"/>	County: <input type="text"/>	Postcode: <input type="text"/>
Email: <input type="text"/>		
Telephone: <input type="text"/>	Mobile: <input type="text"/>	

Self Employed/Pension/Other Income

Self Employed

Receiving pension

Other income:

Type of Business:

Address (business or pension provider):

Town: <input type="text"/>	County: <input type="text"/>	Postcode: <input type="text"/>
----------------------------	------------------------------	--------------------------------

Self-employed questions.

How long trading:

Average annual income:

Can you supply one years trading accounts if needed Yes No

Accountant (if applicable):

Contact:

Address:

Town: <input type="text"/>	County: <input type="text"/>	Postcode: <input type="text"/>
Email: <input type="text"/>		
Telephone: <input type="text"/>	Mobile: <input type="text"/>	

11. DEPOSIT DETAILS*

Is the deposit being paid by you? Yes No

Please state name or person paying the deposit if not the person applying for the property:

Name:		
Address:		
Town:	County:	Postcode:
Email:		
Telephone:	Mobile:	

12. NEXT OF KIN (not spouse) *

Name:		
Address:		
Town:	County:	Postcode:
Email:		
Telephone:	Mobile:	
Relationship to you:		

13. ALTERNATIVE CONTACT (for correspondence) *

Name:		
Address:		
Town:	County:	Postcode:
Email:		
Telephone:	Mobile:	
Relationship to you:		

14. BANK DETAILS

Bank:		
Address:		
Town:	County:	Postcode:
How long account held:		

15. IDENTIFICATION*

National Insurance Number	Identification Type (e.g. passport, driving license, etc)	Identification Number
Bank Account Number	Banks Account Sort Code	

OTHER OCCUPANTS*

Title:		Marital status:
Forename (s):		Date of Birth:
Middle Name (s):		Nationality:
Surname (s):		Relationship to you:

Title:		Marital status:
Forename (s):		Date of Birth:
Middle Name (s):		Nationality:
Surname (s):		Relationship to you:

Title:		Marital status:
Forename (s):		Date of Birth:
Middle Name (s):		Nationality:
Surname (s):		Relationship to you:

Title:		Marital status:
Forename (s):		Date of Birth:
Middle Name (s):		Nationality:
Surname (s):		Relationship to you:

Title:		Marital status:
Forename (s):		Date of Birth:
Middle Name (s):		Nationality:
Surname (s):		Relationship to you:

Title:		Marital status:
Forename (s):		Date of Birth:
Middle Name (s):		Nationality:
Surname (s):		Relationship to you:

DATA PROTECTION*

One of the biggest changes in UK Data Privacy Law came into effect on May 25. The General Data Protection Regulation, known as GDPR, is a positive step towards you personally having more control over how your Data is used, held and how you are contacted. The changes will also help to better protect your personal Data.

You will have received a copy of our Privacy Policy which we hope outlines why we hold personal Data, how it is collected and used, how it is stored, how long it is held for, who it is shared with and how it is deleted. We do however need to obtain and record your permission to continue to use your Data to conduct our lettings service and to assist us in protecting you as the Data subject.

Whilst we the Agent shall make every effort to keep your personal details safe and secure, it may be necessary to share such information with trusted third parties. The Agent will not divulge personal contact details to any other third party organisation for marketing purposes without prior approval unless this is necessary to comply with a statutory obligation.

I, the Tenant, agree that my personal details may be shared with trusted third parties such as utility companies, maintenance contractors, credit and referencing agents and debt collection companies etc. as necessary.

I, the Tenant, agree that my email address may be shared with **On The Market** property search portal to aid me finding a property.

I, the Tenant, agree that if I get put through for referencing my details may be passed on to our trusted third party for broadband, home insurance and utility offers for the property applying for.

SIGNED by the TENANT(S):-

Name.....

Signature.....

Date.....

SIGNED by the AGENT:-

Name.....

Signature.....

Date.....

SIGNED by the TENANT(S):-

Name.....

Signature.....

Date.....

Agents Stamp

DECLARATION*

I hereby certify that I believe the information given is true, accurate and complete and hereby give permission for the landlord or his agents to use the above information for the following purpose:

- Performing a credit search via a third-party agency.
- Contacting my current and previous employers, referees, guarantors, previous landlords and accountants to confirm the details provided.
- Fraud prevention, credit assessment and insurance decisions
- Checking your right to rent.
- To fulfill any public service obligations.
- Arrangement of works.
- Debt collection services.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I confirm that I am over 18 years of age.

I/We agree for reports generated via third party referencing companies to be passed over to the landlord.

SIGNED by the TENANT(S):-

Name.....

Signature.....

Date.....

SIGNED by the AGENT:-

Name.....

Signature.....

Date.....

SIGNED by the TENANT(S):-

Name.....

Signature.....

Date.....

Agents Stamp