



Day & Co
LETTINGS

TENANT APPLICATION FORM

Thank you for your request to rent one of our properties. The process to secure the property is as follows:

1. A holding deposit of £ **will be requested after the landlord has confirmed they are happy to proceed with your application** and should be paid to Day & Co Client Account, Sort Code 23-05-80 and Account Number 42494453 at the time of application, quoting the property address as your reference.
2. Once the holding deposit has been paid, we will take the property off the market and commence credit and reference checks. The holding deposit can be refunded should you fail these checks.
3. Each tenant must complete the below application and return to us as soon as possible by email to lettings@dayandco.co.uk along with your photo ID, such as a UK passport or photo driving license and a utility bill no more than 3 months old. If you are applying from overseas we will need a passport and copies or residency visas as appropriate.
4. Once the checks are completed to our satisfaction we will then proceed to the signing of the Tenancy Agreement.
5. The balance of the deposit will then be due immediately and the first month's rent is payable on or before the Tenancy Agreement start date.

Please note that if more than one person is taking on the lease you will be offered a Joint and Several Tenancy agreement, so you will be jointly liable for all rent and liabilities under the Tenancy Agreement. Each tenant must complete his or her own application form.

Please also be aware that the rent due date will be the Tenancy Agreements start date. So if you move in on the 7th of the month, your rent will fall due on the 7th of every month thereafter.

If you wish to pay your rent on a specific rent date that is different from the move in date, please highlight this on the application form and we can discuss this with you.

The holding deposit **will not** be returned should you provide false or misleading information, fail a Right to Rent check, unilaterally withdraw your application or fail to take all responsible steps to enter into a tenancy agreement within the agreed timescale. If the full deposit has been paid, you will forfeit a reasonable proportion to reflect the landlord's lost rent for the period between the provisional acceptance and date of rejection.

Day & Co earn supplementary income from various sources relating to the provision, referral and introduction of services and products to our tenants and clients. This may be in the form of a fixed fee or a percentage of a premium, fee or invoice. This is not done in all cases and use of these providers/ suppliers is not mandatory. Tenants and Clients are entirely free to choose their own products, services and providers.

Property Details

Address of Property Applied for:	
Postcode:	Advertised move in date:
Preferred Tenancy Commencement Date: Please note we may not be able to extend the move in date	
Initial Rental Period: 6 months Tenancy Agreements have a minimum fixed term of 6 months that then roll on monthly but we may be able to offer a longer initial period. Please tick this box if you would like to discuss the option of extending this	Rent PCM: £
Pre-let works requested, if any.	

If this is a joint/multiple application, please note below which tenant we should consider to be the Lead Tenant. The Lead Tenant will be responsible for the repayment process of the Tenant's Deposit, communication with the Tenancy Deposit Scheme and the dispute resolution mechanism, if applicable.

Lead Tenant Name:

Tenant Details

Title:	First Names:	Surname:
Date of Birth:	Passport No:	
Mobile Telephone:	Landline Telephone:	
Email:	Smoker:	Yes No
Current Address:		
Postcode:	Time at Address: Years Months	
If less than 3 years, please provide previous addresses to include full 3 years' history.		

Please tick this box if you have bank statements and other correspondence sent to another address:

(Please provide us with proof of address in this case, e.g. utility bill, bank statement, etc.)

Emergency Contact

This has to be someone, that will **not** be living in the property with you.

Name:	
Relationship:	Telephone:
Email:	
Address:	

Guarantor Details

If you are a student or recently advised from overseas we may need a **UK based** guarantor earning **60 times** your share of the rent as annual income.

Example: Rent = £ 600 pcm, Guarantors income = c £36000

Title:	First Names:	Surname:
Relationship to Tenant:	Date of birth:	
Email:	Telephone:	
Home Address:	Time at Address: Years Months	
Postcode:		
If less than 3 years, please provide previous addresses to include full 3 years' history.		
Employment Address:		
Annual Salary: £	Position Title:	
Contact/Manager's Name: (We will contact him/her for a reference)		
Telephone:	Email:	

Please tick this box if your Guarantor would prefer us to contact them directly regarding their income information to preserve confidentiality:

Have you any CCJ's or Adverse Credit History?

Yes No

If yes, please give details

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Current/Previous Landlord

Name:	
Address:	
Postcode:	Contact No:
Email:	

Please tick this box if you have never rented before:

(Please provide us with proof of address in this case, e.g. utility bill, bank statement, etc.)

Please tick this box if you owned the last property that you lived at:

(Please provide us with a copy of your last mortgage statement or any other document confirming ownership, e.g. letter from your solicitor)

Employment Details

Company Name:	
Position Title:	Yearly Salary: £
Start Date:	National Insurance No:
Company Address:	
Postcode:	
Contact/Manager's Name: (We will contact him/her for a reference)	
Position:	Email:
Telephone:	
If this is a temporary contract, please provide more details regarding your employment:	

Please tick this box if you will change employer between now and the tenancy start date:
(Please provide us with your offer letter in this case.)

Please tick this box if you're self-employed:
(Please provide us with your last 3 years' tax returns or a letter from your accountant, confirming your last 3 years of income)

Dependents

Please list all dependents that will live with you at the property.

Name:	Date of birth:	Relationship:

Pets

Please note that the landlord has to give written permission for you to keep a pet at the property.
Please provide the information for each pet you have.

Cat?	Dog?
Other?	

Tenant Signature

By signing and submitting this form, you are confirming that you understand the content and the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading and that you have read and agreed to the attached Data Protection Statement.

Signature:	Date:
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Guarantor Signature

By signing and submitting this form you are confirming that you understand the content and the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading and that you have read and agreed to the attached Data Protection Statement.

Signature:	Date:
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Data Protection Statement

In this Data Protection Statement when we refer to:

- “you” we mean any person signing the attached Tenant/Guarantor Reference Form (“the Form”), whether as the Tenant or as the Guarantor;
- the “Tenant” and to the “Guarantor” we mean the persons identified in the “Tenant details” and the “Guarantor details” sections of the Form respectively;
- and our “Landlord” we mean the person who is the landlord of the Property;
- and the “Property” we mean the property proposed to be rented/leased by the Tenant, details of which appear in the “Property details” section of the Form.

This Data Protection Statement explains: what personal information we may hold about you; the purposes for which your personal information may be used; and details of third parties to whom your personal information may be disclosed.

What personal information about you do we have?

We have personal information about you which appears on the Form.

In addition to information about you which appears on the Form, our Customer may also provide us with information about you. This may include, among other things, the following information:

- your name and email address;
- your date of birth;
- your gender;
- details of your previous addresses;
- your current employer and salary;
- and details of properties formerly owned or occupied by you.

We may also hold information about you which we have received from third parties, such as credit reference agencies, fraud prevention agencies and insurance reference agencies, which may include:

- all the types of information mentioned in the previous paragraph;
- whether you have any adverse credit history;
- whether you have any CCJs or similar judgments against you;
- whether you have ever been bankrupt;
- details of previous address at which you have lived;
- any references given by your existing employer and/or landlord;
- details of insurance claims you have made.

There is also an online storage facility on our website which our customer may use to upload and store copies of important documents such as your birth certificate, passport, utility bills, bank statement and drivers licence.

We will ensure to take all reasonable steps to keep accurate and up to date any information which we hold about you. If, at any time, you discover that information which we hold about you is incorrect, you should contact us to have the information corrected.

For what purposes will your personal information be used?

Your personal information will be used in order that we may carry out a carrying out various searches and checks against you for the purposes of providing our Customer with information which will assist them (or, as the case may be, the landlord and/or letting agent of the property you wish to rent) decide whether you are a suitable tenant or guarantor (as the case may be).

Your personal information may also be used:

- for our own administrative, sales, marketing and product /service development purposes;
- in order to enable us to arrange policies of insurance for the landlord / letting agent of the Property;
- for the prevention of fraud and money laundering;
- for debt recovery purposes;
- for direct marketing purposes;
- to make credit decisions about you (which may involve credit scoring);
- and to make judgments about your suitability to rent the Property and make recommendations about such matters to our Customer.

To whom will your personal information be disclosed?

Unless we have your prior consent, we shall not sell, rent, trade or share any personal information which we hold except that:

- we may disclose information which is held by us where required to do so by law or in connection with legal proceedings;

- we may disclose aggregate statistics to third parties which are made up from statistics in respect of individual persons but these statistics will not include personally identifying information;
- we may disclose personal information to our legal, accounting, marketing or other professional advisers, our website hosts and our courier, postal or transport providers, and insurers (names and addresses only in the latter case);
- we may also disclose your personal information (including details about your financial history and credit worthiness) to our Landlord;
- we may also disclose your personal information to credit reference agencies and fraud prevention agencies;
- we may also disclose your personal information to other agencies who maintain/compile databases of insurance claims and information for the purposes of sharing that information with providers of credit and insurance (“Insurance Reference Agencies”);
- and we may also disclose your personal information to insurers and/or insurance agents;
- and we may disclose your personal information to third parties (such as your existing and previous employers and your existing and previous landlords) for the purpose of such persons giving us a reference about you.

Other important information you should know

Where we have been supplied with details of third parties (such as your existing or previous employers, and your existing or previous landlords/letting agents), we may contact those third parties with a view to verifying any information which we have been provided about yourself.

You hereby agree that we or our agents may search the databases of third party data providers such as credit reference agencies and Insurance Reference Agencies for the purposes described above.

We may use your personal information to make credit decisions about you and/or to make judgments about your suitability to rent the Property (if you are the Tenant), or guarantee the obligations of the Tenant (if you are the Guarantor), and make recommendations about such matters to our Customer. To make or assist in the making of such decisions and recommendations, we may use a process called credit scoring and/or other automated decision making processes. Your personal details will be passed to our Landlord, who may use that information to make similar decisions and recommendations about you.

As explained above, your personal details may be passed on to credit reference agencies and Insurance Reference Agencies. Such agencies may record the search and such information may be shared with credit grantors, insurers other persons making a search against you in future and be used for credit decisions and insurance decisions and fraud prevention.

In the event of you defaulting on rental payments in terms of any lease or tenancy agreement which you may have with the landlord of the Property (or their agents) (if you are the Tenant), or in the event of you defaulting in your obligations to guarantee the obligations of the Tenant (if you are the Guarantor), such information may be such information may be supplied to credit reference agencies and Insurance Reference Agencies.

You are entitled in law to receive a copy of personal information or data about you which is held by us on payment of £10 (or such other sum as may be prescribed by law from time to time). We will also, on written request from you, amend any personal information which we hold about you. Where we amend the personal information which we hold about you, we will generally retain a copy of the previous version for our records. However, as noted above, we will not hold on to any personal information for any longer than is necessary for the purposes noted above. Our contact details can be found on the Form.

Please note that, if you are under 16 years old, you must provide us with the name and address of your parent or guardian. We will let him or her know that you are providing us with personal information and seek any necessary consents from him or her.

Fraud prevention agencies

If false, inaccurate or misleading information is provided and fraud is identified, details may be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. We and other organizations may also access and use this information to prevent fraud and money laundering, for example, when:

- checking details on application for credit and credit related or other facilities;
- managing credit and credit related accounts or facilities;
- recovering debt;
- checking details on proposals and claims for all types of insurance;
- or checking details of job applicants and employees.