



# BROCKLESBY ESTATE

## HOUSING APPLICATION FORM

You should read all pages of this document thoroughly. If you have difficulty in understanding any of the terms or conditions laid out in this document we strongly recommend that you seek the advice of a solicitor or Citizens Advice Bureau before signing.

Please complete the relevant sections to reflect your circumstances, please note that any misleading or false statements may result in your application being declined and your holding deposit being withheld. This document is for Brocklesby Estate purposes only and will not be passed on to a third party.

	Applicant 1	Applicant 2
Full Name		
Address (inc. Post code)		
Telephone number(s)		
Email Address(s)		
Date of Birth		
Number of Children, under 18 who will be living at the property, even it part time. Please state Age(s) and Gender.		

<b>Applicant 1</b> Employer/Business Name & Address or Benefits Details	
Position	
Fixed salary (not including bonus' or commission)	
Do you have any adverse credit (IVA, CCJ, Bankruptcy etc..)	
<b>Applicant 2</b> Employer/Business Name & Address or Benefits Details	
Position	
Fixed salary/ income (not including bonus' or commission)	
Do you have any adverse credit (IVA, CCJ, Bankruptcy etc..)	

Reasons for applying for housing.	
Any connections to the Brocklesby Estate?	

Type of accommodation required	Large House <input type="checkbox"/>	Cottage <input type="checkbox"/>	Bungalow <input type="checkbox"/>		
Number of bedrooms required:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	4+ <input type="checkbox"/>
Preferred location	Great Limber <input type="checkbox"/>	Kirmington <input type="checkbox"/>	Brocklesby <input type="checkbox"/>	Cabourne <input type="checkbox"/>	
	Melton Ross <input type="checkbox"/>	Croxton <input type="checkbox"/>	Habrough <input type="checkbox"/>	Ulceby <input type="checkbox"/>	
	Croxby <input type="checkbox"/>	Swallow <input type="checkbox"/>	Wootton <input type="checkbox"/>		



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<b>Maximum rental budget, per month.</b> (Exclusive of Utilities and Council Tax)	
<b>Length of Tenancy required?</b>	
<b>When ideally would you wish it to commence?</b>	
<b>Do you own any pets?</b> Details of pets	
<b>Number of cars and other vehicles (i.e. Caravan)</b>	
<b>Size of garden preferred</b>	

<b>Any other information that may support your application:</b>	
<b>Referees – financial and personal (we will not contact these without your permission.)</b>	

**All residential lettings are will be under an Assured Periodic Agreement. This is a binding contract and once the tenancy documentation is signed, the tenant is bound to pay rent and utilities up until the end of any notice period whether the property is occupied or not.**

**HOLDING DEPOSIT** A £100 fee is to be paid once a tenancy is accepted on a property. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraws from the tenancy, fail a Right- to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing) of payment.

**DEPOSIT AND RENT.** A refundable security deposit of a month's rent will be taken and the start of the tenancy to cover damages or defaults on the part of the property during the tenancy. The first months rent and deposit is required to be paid in full before that start of the tenancy.

**REFERENCING** Brocklesby Estate use HomeLet to carry out secure tenant referencing including guarantor(s) referencing. For more information on HomeLet and their privacy policies please visit their website <https://homelet.co.uk/privacy-notice>. Each applicant and Guarantor will be subject to a credit search and reference check, applicants should not assume that a tenancy has automatically been granted as soon as the application form is submitted

**AFFORDABILITY AND GUARANTOR** In accordance with the referencing company's criteria, an applicant's income needs to be at least 2.5 times the monthly rent. Income below this is likely to mean that a Guarantor is required. A Guarantor must be fully aware of the legal and financial responsibilities they are entering in to and willing to take them on. A Guarantor's income will need to be 3 times the monthly rent. Guarantors need to be a UK resident and must have been for at least 12 months. They must not be under 21 years of age.

**PROOF OF IDENTITY AND RESIDENCY** In accordance with the Government's Right to Rent checks, prior to the tenancy starting we require that you supply us with the necessary ID so that we can ensure that you have the right to rent in the UK. You will therefore need to provide us with your UK passport so that we may take a photocopy. Should you be unable to provide a UK passport, please contact us for a list of acceptable documents. We will also require proof of residency dated within the last 3 months.

**UTILITY MANAGEMENT, MEDIA AND INSURANCE** To help with the move-in process, Brocklesby Estate use 'I am moving.com'. On moving into your new property, 'I am moving' will notify the Council and utility companies that you have moved and provide them with your start meter readings. They will also contact you to discuss finding the cheapest utility providers, media packages and insurance deals. For more information on 'I am Moving' and their privacy policies please visit their website <https://www.iammoving.com/>. Any properties with joint water or electricity supplies will invoiced in addition to the rent.



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**SPECIAL CONDITIONS** Any property will be 'let as seen', unless any special conditions of the tenancy are agreed in writing before the commencement of the tenancy. White goods and carpets/floor covering in the property at viewings may not be included in the tenancy unless specifically detailed in the Tenancy Agreement.

**INSURANCE** You should take out a suitable contents insurance policy throughout the tenancy to insure your own possessions, as such possessions will not be covered by any insurance effected by the Landlord.

**PETS** Where consent has been given for a pet(s) to be kept at a property, we reserve the right to request additional rent per calendar month which is in addition to the advertised rent. You will be asked to sign a Pets Clause and abide by the terms of the clause.

**Right to gather information** You have the right to ask for a copy of the information that we hold about you. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is not accurate. To ask for this information, please write to us or email us

**Your Personal Information** Please keep us informed of any changes in your circumstances. Your application will remain active for six months, after which time it will be cancelled. Please apply again after six months if you wish to remain registered for accommodation with the Brocklesby Estate.

## Privacy Notice

### **Why we hold and process information**

This notice sets out how we hold and process information we hold about you. We process personal information about our tenants and possible new tenants so we can provide residential accommodation. This includes:

- Dealing with lettings;
- Dealing with applications for tenancies;
- Checking suitability for tenancies (including credit, immigration and similar checks);
- Managing property;
- Collecting rent
- Maintain our accounts and records; and
- Dealing with tenancy deposits.

Relevant information may include personal details, employment and education details and financial details.

By law, we have to carry out immigration checks on new tenants and resident. We have to keep copies of the documents we inspect as part of these checks. We may keep these copies on computer.

**SIGNATURE(S): This form must be signed by both applicants, where applicable, to confirm that you accept the terms of the application and consent to Brocklesby Estate reserving the right to pass your contact details on to a third party during your applicant and tenancy for the purposes of referencing, utility management, repairs, property and maintenance**

<b>Applicant 1 Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Applicant 2 Name:</b>		<b>Signature:</b>		<b>Date:</b>	

Please send or email this form to:

Miss Alice Verity, Brocklesby Estate Office, Brocklesby Park, Lincolnshire, DN41 8PN  
Tel: 01469 560214. Email: [lettings@brocklesby.co.uk](mailto:lettings@brocklesby.co.uk)