



# BROCKLESBY ESTATE

## BROCKLESBY ESTATE - HOUSING APPLICATION FORM

<b>Full Name</b>		<b>Date of Birth</b>	
<b>Address</b>			
	<b>Post Code</b>		
<b>Length of time at current address</b>			
<b>Telephone Number</b>	<b>Home</b>		
	<b>Work/Mobile)</b>		
<b>Email Address</b>			
<b>Marital Status:</b>	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Partner <input type="checkbox"/>		
<b>Spouse/Partner's Full Name</b>		<b>Date of Birth</b>	
<b>Children</b>	<b>Ages</b>		
<b>How was your current property held by you?</b>	As private tenant <input type="checkbox"/> As a lodger <input type="checkbox"/> As owner <input type="checkbox"/> As tenant of housing association <input type="checkbox"/> Living with parents <input type="checkbox"/> As a council tenant <input type="checkbox"/> of which local authority _____		

<b>Employer's/ Business Name &amp; Address</b>	
<b>Position</b>	
<b>Spouse/Partner's Current Employer's/ Business Name &amp; Address</b>	
<b>Position</b>	

<b>Reasons for applying for housing:</b>	
<b>Any connections to the Brocklesby Estate?</b>	

<b>Type of accommodation required</b>	Large House <input type="checkbox"/> Cottage <input type="checkbox"/> Bungalow <input type="checkbox"/>
<b>Number of bedrooms required:</b>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 4+ <input type="checkbox"/>
<b>Preferred location</b>	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"/>

<b>Any specific properties on the Estate?</b>	
<b>Maximum rental budget, per month, exclusive of Utilities and Council Tax?</b>	
<b>Will anyone else besides yourself pay towards the deposit? If yes, provide names and address of each person and amount contributing</b>	
<b>Length of Tenancy required?</b>	
<b>When ideally would you wish it to commence?</b>	
<b>Do you own any pets? Details of pets</b>	
<b>Number of cars? (and also e.g. caravans/boats, etc.)</b>	
<b>Size of garden preferred</b>	

<b>Do you or your spouse have any convictions? Have you ever been declared bankrupt? Have you any County Court Judgements against you? Have you ever been served a Notice Seeking Possession?</b>	
<b>Do you currently claim for any Government benefits? If yes please give details</b>	
<b>Are you currently in a rented property?</b>	
<b>How did you hear of the Brocklesby Estate?</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>	
<b>Next of kin and their contact details</b>	

I confirm that I am over 18 years of age and the information given above is true and accurate. I confirm that no one will be living in the property except anyone who is named above.

I agree to the Landlord names at the beginning of this application from making whatever enquiries, including a credit check, he/she deems necessary in connection with this application for a tenancy. I authorize my employer, my bank / building society, a local authority (if I was previously a council tenant), current or former landlord, and the personal referee named, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Landlord's enquiries.

I consent to receiving my copy of 'How to rent: a checklist for renting in England', the energy performance certificate report (EPC) or any other documentation relating to the proposed tenancy via the given email address on page 1.

I understand that I have to provide original documents proving the right to reside in the United Kingdom for all potential occupiers in the presence of the landlord or the agent, I understand that if I do not provide these document for all occupiers I will not be granted a tenancy.

<b>Signed</b>		<b>Date</b>	
<b>Signed</b>		<b>Date</b>	

Please tick here if you would like to be contacted regarding all available properties on the Estate

#### 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.

<b>Signed</b>		<b>Date</b>	
<b>Signed</b>		<b>Date</b>	

Please send or email this form to:

Miss Emily Swift, Brocklesby Estate Office, Brocklesby Park, Lincolnshire, DN41 8PN

Tel: 01469 560214. Email: [lettings@brocklesby.co.uk](mailto:lettings@brocklesby.co.uk)



## 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.

### Sharing information with others

We may need to share personal information we process with others. If we have to do this, we will keep to data-protection legislation.

Depending on the circumstances, we may share information with;

- Other landlords;
- Employers;
- Educational institutions, universities and colleges;
- Suppliers (including gas, electricity and water companies) and service providers;
- Financial organisations (including banks)
- Credit-and tenant-reference agencies;
- Tenancy deposit schemes;
- Debt collection and tracing agencies;
- Public and government bodies (including those who deal with benefits and council tax);
- Contractors and repairers;
- Letting and managing agents; and
- Any future owner of the property.

This does not mean that we necessarily share information with all of the above but we may do so if we need to.

### Council tax and utilities and services

To make sure that council tax and utility and service bills (including water charges) are correctly collected, we share information with the relevant local authority and utility or service providers. We also share this information to make sure that bills are sent to the correct person and charges and debts can be collected. By law, in certain geographic areas we have to pass information about who lives in a property to water companies. In all other areas, although this is voluntary, we may pass the information to water companies.

### Why we use your personal information

We may use the personal information you give us in a number of ways, for example to decide whether to let the property to you; to prevent fraud, for accounting and auditing purposes, for managing property or for debt collection.

### 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.