



# Falcon lettings



## Application Form

# Application Form

You can contact our Lettings and Property Management Department on 01752 6008

## **DOCUMENT LIST**

### **For all applications:**

Passport or Driving Licence

Recent Utility Bill – eg council tax, gas or electricity

Proof of Right to rent – for non EU citizens

Completed Application form for each tenant

## **We need to see the originals**

**If you don't have any of these documents please speak to us**

**Please complete all the sections on the following form as best you can.**

**If you don't know the answer or if it doesn't apply to you please leave that section blank. The form isn't intended to be an examination so don't worry about making mistakes - just so long as we can read and understand your answers!**

## **Income Calculators**

Every tenancy application has to pass an affordability test.

### **Tenants Total Income:**

This is how we calculate the affordability:

Monthly Rent multiplied by 12 multiplied by 2.5 equals the acceptable income

Eg: a property advertised at £750 per month the minimum income for this is

$$£ 750 \times 12 \times 2.5 = £22,500$$

### **Guarantor's Income:**

If your income is below this we will need a guarantor.

The guarantor will need to be a member of your family.

The guarantor will need to pass a different affordability test

Monthly Rent multiplied by 12 multiplied by 3 equals the acceptable income

## Property details

Property address to be rented

Number of tenants moving into the property

Proposed tenancy start date  
(dd/mm/yyyy)

Rent for this property per calendar month

£

Applicant's share of rent per calendar month

£

Will this be the only or principle home of at least one tenant?

Yes  No

## Tenant applicant details (everything below to be completed by the prospective tenant)

Title

All forenames

Surname(s)

Also known as

Marital status

Any previous surnames

Date of birth  
(dd/mm/yyyy)

Email address

Who will be funding the deposit?

Telephone home

Telephone mobile

Telephone work

Telephone other

Nationality

Passport number

UK National Insurance  
No.

VISA or other resident  
permit (if applicable)

Please provide the address of any other UK property you own jointly or on your own.

Do any of the applicants enjoy diplomatic immunity?

Yes  No

Current address:

Reason for leaving:

Time at address (x years/ x months):

Status at current address

- Tenant (private)  Tenant (council)  Owner  
 Living with friends  Living with family  
 Other, please specify

Previous addresses the last 3 years including status at each address and reason for leaving

**Next of kin** (a relative, employer, close friend etc.)

|  |           |                                    |
|--|-----------|------------------------------------|
| Forenames and full surname(s) (not a joint tenant) | Telephone | Address (not the property address) |
|--|-----------|------------------------------------|

May we use this address and your other details above, as post tenancy contact details?

Yes  No If not, please complete post tenancy contact details below.

Post tenancy contact details – This cannot be your current address – Family address to be entered. PLEASE COMPLETE

**Please list everyone who will live in the property** ( including date of birth for those under 18)

| Forenames and full surname(s)            | Date of birth | Relationship to the applicant<br>(joint tenant, dependant, spouse etc.) | Smoker<br>(yes/no) |
|--|---------------|---|--------------------|
| <br><br><br><br><br><br><br><br><br><br> |               |   |                    |

**Please list any pets that will be kept in the property**

|  | Number (if relevant) | Other relevant information (fully grown, puppy etc.) |
|--|----------------------|--|
| <br><br><br><br><br><br><br><br><br><br> |                      |  |

**Employment information**

Employment type  Full time employed  Part time employed  Temporary / contract  Unemployed  
 Self-employed  Retired  Full time student  Part time student  
 Home-maker  Other, please specify

Is your employment permanent or a zero hours contract?

|                        |                           |  |
|------------------------|---------------------------|--|
| Job title / occupation | Employers / Business name | Do you need a work permit to work in the UK?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------------|---------------------------|--|

Employer's / accountant's name and address

|                          |                |                             |
|--------------------------|----------------|-----------------------------|
| Gross annual salary<br>£ | Basic Pay<br>£ | Commission or Overtime<br>£ |
|--------------------------|----------------|-----------------------------|

|                                       |   |
|---------------------------------------|---|
| How long have you worked in this job? | Are you in receipt of any other income (if yes, please specify) |
|---------------------------------------|---|

**Current landlord / letting agent / lender**

Full name and address

Amount of rent / mortgage  
paid (per calendar month)  
£

Full name of contact person

Email address

Telephone landline

Telephone mobile

Fax number

**GUARANTORS DETAILS**

(if you consider that a Guarantor is required to assist your Application please complete – Housing Benefit Applications will require a Guarantor in all cases)

Name: .....

Address: .....

.....

..... Post Code: .....

Guarantors Telephone: ..... Guarantors Mobile .....

Guarantors Email:  
.....

**Bank details**

Full name and address of your bank

Branch  
sort code   -   -

Account  
number

Account holder's name

Overdraft facility  
 Yes  No

Overdraft limit  
£

If currently overdrawn, how much?  
£

## Financial history

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history? Adverse credit history includes IVAs, Bankruptcy and CCJs whether or not they have been satisfied.

- No
- Yes, please specify

Failing to disclose adverse credit history will jeopardise your application and any fees paid

## Criminal record

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?

- No
- Yes, please specify

## Other

Additional information that may be relevant to this applicant/application

**If you provide false information in this application you may be guilty of Fraud under The Fraud Act (2006) which carries a maximum penalty of 12 months imprisonment, or of Forgery under the Forgery and Counterfeiting Act (1981) which carries a maximum penalty of 2 years imprisonment.**

I confirm that the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading.

I consent to this information being verified by Falcon Lettings and Van Mildert Landlord & Tenant Protection. I understand that the results of these checks will be forwarded to Falcon Lettings and in turn to the potential landlord relevant to this application and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future.

I understand that Falcon Lettings and Van Mildert Landlord & Tenant Protection will now contact my employer or accountant, and where applicable my current or previous landlords in order to verify the information I have supplied.

I understand that checks will be made using credit reference agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purpose of collections and recoveries where applicable, of which a record will be kept. I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained in this application may be disclosed to Van Mildert Landlord & Tenant Protection and/or one or more tracing companies and /or debt collection agencies in order to recover any monies due or to trace my whereabouts.

I understand that I may request the name and address of the credit Reference Agency to whom I then apply for a copy of the information provided.

The information provided in this application is information described in Ground 17 of the Housing Act 1966 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance.

I give my consent to the information being used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed.

I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined and I will lose all or part of the holding deposit

I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

Signed

Full Name

Date

We use a Utility Management Partner called Ittria to notify the local council, the water supplier and current energy suppliers that you've moved in. Ittria will only supply them with your name, a correspondence address if different to your new home) and any meter reads that we provide to them.

This means that all the hassle of contacting everyone is taken care of for you. The advantage of using Ittria is that there are so many things to do when moving home that the utilities at your new property can often be forgotten about.

If you choose to receive marketing material from Ittria you'll be given the opportunity to quickly sign up to Ittria's recommended energy supplier, Octopus Energy.

Octopus Energy is the only gas and electricity supplier to be a Which? recommended Provider for 2018

octopusenergy



- No exit fees
- Aim to have 50% of renewable energy on standard tariffs
- Tariffs among the cheapest in England, Scotland and Wales

When you move into a new property, unless you've already arranged otherwise, you'll go onto the current supplier's standard variable rate. Octopus Energy's standard rate is cheaper than that of the Big 6 energy suppliers.

Your new home may actually be in the middle of transferring to Octopus Energy already if the property is part of Ittria's void scheme (this is where we've asked for the supply to switch when we (or the landlord) are responsible for the energy supply at the property). We've done this so that we get the same excellent benefits of being with Octopus as you would. The best part of this is that it means you can get these benefits as early as possible

The option to give consent is entirely yours. You can even give consent for Ittria to inform the current suppliers of your move but you don't need to opt in to receiving marketing material.

You can also choose to move to any another supplier of your choice, but as the only Which? recommended provider for 2018, we're confident that Octopus Energy is right for everyone.

**Your consent for Ittria to manage the notification of the utilities and the local council**

By signing below, you indicate your consent to your personal information being passed to our Utility Management Partner, Ittria Limited, who will pass your details over to the current utility providers and local council of the property.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

Signed.....

Dated.....

**Your consent to receive marketing including details about Octopus Energy**

If you would like to receive email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Ittria Limited in relation to its selected third-party utility providers, please tick this box

**Privacy notice relating to Ittria**

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Falcon Properties of 8 Mannamead Road, Plymouth PL4 7AA

We use the personal details that you provide 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.

**Disclosures of your personal details**

We may share your information with credit reference agencies and other companies or third parties where we have a duty to do so.

**Marketing information**

We would like to use your personal details to tell you about our other goods and services that we offer that are similar to those that you already asked us to provide or have enquired about.

**Accessing your information**

You have a right to access the information held about you. Please send any questions, comments, complaints or requests including but not limited to any future request to withdraw your consent) regarding this privacy notice to [lettings@falconproperty.com](mailto:lettings@falconproperty.com)

## General Data Protection Regulations

By entering into a tenancy agreement with our landlord you will provide to us various pieces of personal information, which we will need to provide you with the high-quality service you require, to ultimately ensure your residency runs smoothly.

The information required by us will vary depending on circumstances. It will include the information within this agreement, but it may not be limited to this information –

- Names and addresses
- Contact telephone numbers
- Email addresses
- Personal identification information and documentation
- Bank details

In all cases we will hold your personal information securely, either in hard copy on our property files or digitally within our software.

We will provide it to others only where it is required and as outlined below, or in accordance with your stipulated wishes.

Your information will not be passed to a third party not listed below without obtaining your consent.

Specifically, we will hold and use your information in the following manner–

**Identification Details** – We may hold copies of your photographic identity documents and at least one document that confirms your home address. This is required to protect our position and look after your interests. It assists us to ensure we are dealing with the owners of the property and we are not becoming involved in any money laundering situation. This will never be passed to third parties.

**Tenancy Agreements and other related documents** – Once a tenancy is agreed we will provide a copy of the tenancy agreement and any other related documents to our client, the landlord.

**Sub-Contractors** – We may use sub-contractors to carry out maintenance or repair work on the property, or conduct inventory checks and property inspections during tenancy. A list of the third party sub-contractors is available on request.

**Utility suppliers** – We will provide your details to the appropriate utility suppliers, as and when it is required to ensure correct billing from the suppliers.

Your details may be added to our mailing list and we may send you information regarding other relevant services we can provide to you. You will be able to unsubscribe to these emails at any time.

We will retain the personal information we hold for up to 6 years, because the time limit for any party to initiate civil action against us should they believe they have a claim is 6 years.

If you would like to contact us regarding any data issue, please contact John Coulton on telephone number 01752 600828 or email [john@falconproperty.com](mailto:john@falconproperty.com)

You have the following rights relating to the information we hold on you –

- a The right to make a Subject Access Request (SAR) to find out more about the data we hold about you;
- b The right to be informed;
- c The right of access;
- d The right to rectification;
- e The right to erasure (also known as the 'right to be forgotten');
- f The right to restrict processing;
- g The right to data portability;
- h The right to object.

**Time periods** – We will retain the personal information we hold for up to 6 years, because the time limit for any party to initiate civil action against us, should they believe they have a claim, is 6 years.

More information on how we hold and process your data is available on our website – [www.falconlettings.com](http://www.falconlettings.com)

More information on your rights is available at [www.ico.org.uk](http://www.ico.org.uk)



**falconproperty.com** 01752 600828 or [lettings@falconproperty.com](mailto:lettings@falconproperty.com)

8 Mannamead Road Mutley Plymouth PL4 7AA

Falcon Property is the trading name of David P R Vernon and John Coulton VAT No 526 9820 21

