

# Bright Homes (Hull) Ltd Tenancy Application Form

## To Process Applications: please undertake the following:

- Complete Tenancy Application below with signature(s)
- Provide a copy of photo Driving Licence/Passport
- Proof of UK Residency
- Reference: Employer(s) and current Landlord
- Copy of last 3 months bank statements/wage slips and other proof of income
- Submit application with all relevant documents to Bright Homes (Hull) Ltd together with the administration fee.

Credit Check/Referencing Fee	£ 40.00 per person
Tenancy Set up Fee	£ 150.00 per property
Guarantor Fee	£ 40.00 per person

### Tenancy Details

Property Address .....

Rent .....

Rental Period (months) .....

Number of Applicants .....

The relationship of any Joint Applicants to you .....

Proposed Start Date .....

### Personal Details

Full Name .....

Date of Birth ..... Age .....

How many dependants .....

Details of dependants .....

Passport/Driving licence number .....

Current Address .....

Post Code .....

Dates at Current Address: From ..... To .....

Contact Number(s) .....

Email Address .....

Previous Address .....

Post Code .....

Dates at Current Address: From ..... To .....

**Current Employment Details**

Name of Current Employer .....

Address of Current Employer .....

Contact Number .....

Occupation .....

Salary/Wage .....

Nature of Employment full time/part time/temporary/contract/self-employed

DSS yes / No if yes, how much income do you receive? .....

National Insurance Number .....

**Current Landlord**

Name of Current Landlord .....

Address of Current Landlord .....

Contact Number .....

Email Address .....

**Previous Landlord**

Name of Current Landlord .....  
Address of Current Landlord .....  
Contact Number .....  
Email Address .....

**Next of Kin**

Next of Kin (relationship to you) .....  
Name & Address .....  
Contact Number .....

**Other Details**

Are you a smoker? .....  
Do you have any pets? If so, What? .....  
Is there anything else which you consider to be relevant to this application? .....  
.....

**Bank/Building Society Details**

Bank Name and Branch Address .....  
.....  
Account Holder Name(s) .....  
Sort Code .....  
Account Number .....

**Declaration**

I hereby confirm that I am over 18 years of age and the information I have provided is to the best of my knowledge true and accurate at the time of completion. I hereby agree that the landlord named at the beginning of this application form may make whatever enquiries he/she deems necessary in connection with my application for this tenancy. I authorise my employer, bank / building society, personal referee / guarantor, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the landlords enquiries. I acknowledge that my application may be refused if the landlord is unable to obtain satisfactory references. I accept that due to the confidential nature of this application, I will not be permitted access to the references or be given any explanation should my references prove unsatisfactory.

**Signed** .....

**Name** .....

**Date** .....

**Upon completion, please return to:**

**Registered Office**  
Bright Homes (Hull) Ltd  
31 Boothferry Road  
Hull  
HU3 6UA

admin@bright-homes.net  
www.bright-homes.net

Tel: 01482 420 255

## GENERAL DATA PROTECTION REGULATION (GDPR) CONSENT

At Bright Homes, we take the privacy of your personal data seriously and we will only use the personal data you provided, to administer your Tenancy Agreement/contract and to provide the services and our obligations to yourself, namely the ability to arrange for maintenance work, carrying property inspection and to contact you in the event of breach of contract.

However, to allow this to take place, it will be necessary for us to contact you via email, post and telephone. Please tick the box(es) below to confirm that you are happy for us to do the following below:

- I am happy for Bright Homes to contact me by email, post and telephone.
- To carry maintenance work(s), Bright Homes would assign a contractor to do so. I am happy for Bright Homes to share my personal details to the Third Party to contact me to arrange for maintenance work(s). The contractor would be:
- Steve Pearson or/and;
  - David Robinson
- I am happy for Bright Homes to contact me directly in the event of GDPR breach of data.

### **Please note that:**

- you can withdraw and amend the above consent(s) at any time;
- all your personal information will be removed from our database after 5 years; starting from the expiry date of the Tenancy Agreement.

Name .....

Signature .....

Date .....

## Terms and Conditions

Credit Check/Referencing fees are non-refundable. Tenancy Set Up fees will only be taken upon successful completion of the Credit Check and Referencing process. The deposit, one months advanced rent and Tenancy Set up fees need to be cleared in our account 5 working days prior to your agreed Move In date. Cheques can be made payable to **Bright Homes (Hull) Ltd**, but please allow 7 working days for cheques to clear.

The Tenancy Set Up Fee is non-refundable; should the tenant withdraw from the proposed letting, through no fault of the landlord or the agent. The Tenancy Set Up fee will be refunded in full, should the Tenant's withdrawal be due to a breach of the proposed letting agreement by the landlord or managing agent.

If you are an existing tenant of Bright Homes (Hull) Ltd and are looking to move to another property which we manage, the fee applicable to you is The Tenancy Set Up Fee.

Bright Homes (Hull) Ltd is currently not a member of a client money protection scheme. However, we do have a dedicated client account for all monies.

Bright Homes (Hull) Ltd are not VAT registered, and we do not charge VAT on any of our services.

Our privacy policy is compliant with the UK Data Protection Act 1998, and we are entered in the Data Protection Register. Visit [www.ico.gov.uk](http://www.ico.gov.uk) Registration Number: Z1632141

