

Fees

An application fee of **£250 inc. vat** for a single or joint applicant and **£125 inc vat** for each additional applicant is now due and should be enclosed with this application;

This is a non-refundable fee to cover our administration costs.

Payment of this fee must be made in cleared funds before the tenancy begins.

If the Landlord refuses to proceed, despite satisfactory references, the fee will be refunded. In the event that you fail the vetting procedure we will only retain the proportion of costs already incurred which will include time spent on your application.

If the let does not go ahead due to unsatisfactory references, credit check or failed Right to Rent checks or it becomes apparent that facts given to us in this application prove to be untruthful, we regret that the application fee will **NOT** be returned to you.

Acceptance and Declaration

It is your duty and responsibility to provide complete and accurate information when completing this form. It is your responsibility to ensure that we are notified in **WRITING** of any changes to the information and data you have provided in relation to this form or when the tenancy has been granted. We cannot be held responsible for incorrect data held in the event of non-disclosure.

Under the GDPR 2018, we must always have a lawful and legitimate basis for using personal data. This may be because the data is necessary for the performance of a contract with you. You have consented to the use of your personal data and because it is in legitimate business interests to use it. Your personal data will be used for following purposes:

1. Referencing you and carrying out Right to Rent checks
2. Communicating with you on matters relating to the tenancy. This may include responding to emails, letters, texts or phone calls from you.

Information provided under the performance of this Agreement may be shared with the Landlord and other Agents, credit and referencing agencies, Local Authorities, utility and water companies, Police, tracing agents, our legal representatives, solicitors, and mortgage lenders, maintenance contractors, utility switch over companies, chartered surveyors, estate agents.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods for six years.

Your attention is drawn to our Privacy Policy which can be found on www.fraserlake.co.uk. The Privacy Policy sets out what information we obtain and how we use it.

I confirm that the information supplied, to the best of my knowledge and belief, to be true.

I consent to this information being verified by contacting the third parties.

I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payments or apply for a new tenancy agreement in the future.

I agree that searches of a Credit Reference Agency will take place.

I also understand that in the event of my defaulting on rental payments, that any such default may be recorded with the Credit Reference Agency who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts.

I understand that in 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 will affect any future application for tenancies, credit or insurance.

Please ensure this form is returned to Fraser Lake at the above address along with the supporting documents listed below.

SUPPORTING DOCUMENTS REQUIRED:

- 2 Most recent payslips if paid monthly – a full month for weekly pay.
- Recent Bank statement showing a full month
- 2 Proofs of current address
- Valid & current or expired Passport /National identity card or
- Birth certificate & Driving Licence
- Or see member of staff for acceptable identification

I agree to being served documents by email. (Please tick box to confirm)

Tenant _____ Name _____ Date _____
Signed _____

With your permission we may also use your personal data for marketing purposes.

Please tick the method by which you prefer to be contacted:-

Email Telephone Text message Post Newsletter

Please tick this box if you would like to receive:-

Industry Updates

Financial Services Information & Updates

Information relating to Additional Services provided by Our Letting Agency

Please tick this box if you would prefer NOT to be contacted by us

Please note that supporting information regarding the application process is available on our website “tenant application form supporting info”