fraser lake
(E)info@fraserlake.co.uk (T)0191 478 3456 Option 2
Registered office 35 Coatsworth Road, Gateshead, NE8 1QL
Company no. 5385971 vat registration no:880 6588 81

PLEASE ENSURE THIS FORM IS COMPLETED IN BLACK INK AND IN BLOCK CAPITALS.

I/We understand that this application is **NOT** an offer of tenancy. The application is necessary to validate the details we have provided in support of our requirement for tenancy and, once a successful referencing pass has been received, the Landlord will be requested to formally accept my/our application. No tenancy can be offered until such formal acceptance has been received by **Fraser Lake Limited.**

Please note that each applicant aged 18 years and over **MUST** complete a separate application form. It is in your interests to complete this form clearly and accurately to avoid unnecessary delays in processing. Please be advised that all details will be checked and verified so it will assist in the prompt processing of your application.

Tenancy Details

Proposed move-in date		Property address	
Rent per calendar month		Duration of Tenancy	

Is this rented property going to be your main, principal residence?	Yes ☐	No ☐
Will there be other occupants living with you (other than your children/dependants under 18 years of age)?	Yes ☐	No ☐

If Yes, occupant's full names and dates of birth
(please note a separate application is required for additional tenants and dependants over 18 years of age)

Full name		Date of birth	
Full name		Date of birth	
Full name		Date of birth	

Smokers	Yes ☐	No ☐		
Children	Yes ☐	No ☐	Age of each child	
Pets	Yes ☐	No ☐	type of pet(s)	

Personal Details

Title	Mr ☐	Mrs ☐	Dr ☐	Miss ☐	Ms ☐

First name(s)		Surname	

Previous name	(if applicable)
Marital status	

Date of birth		Telephone number		Mobile telephone number	

Email address	

Current Address

Property owner ☐ Council tenant ☐ Other ☐

Living with parents ☐ Private tenant ☐ *(please give details)*

Reason for leaving

Period at address

Previous Addresses - *If you've lived at your present address for less than 3 years then please provide previous address(es) and dates of residency (over 3 months) attaching a separate sheet if required.*

previous address (1)

period at address

postcode

property owner ☐ council tenant ☐ other ☐

living with parents ☐ private tenant ☐ *(please give details)*

For the property you currently occupy
estate agent / solicitor / managing agent / landlord ***(delete as appropriate)***

Name		Address	
Telephone number (day)			
Telephone number (evening)			
Fax number			
Email address		postcode	

Do you have any County Court Judgements?	Yes ☐	No ☐
If Yes, please give details and any other financial facts relevant to this application:		
NI number	☐☐☐☐☐☐☐☐☐	

Personal reference (NOT a relative or anyone else named in this application)			
Name		Address	
Telephone number			
Mobile			
Email address			
Relationship		Postcode	

Next of kin (excluding partner)			
Name		Address	
Telephone number			
Relationship		Postcode	

Bank / Building Society details *(delete as appropriate)*			
Bank / Building society name		Address	
Account name			
Sort code	☐☐☐☐☐☐		
Account number	☐☐☐☐☐☐☐☐	Postcode	

How long have you had this account?	Years	Months

Employment

Employment status	Employed ☐	Self-employed ☐	Contracted ☐		
	Retired ☐	Unemployed ☐	Independent means (proof required) ☐		

Please give details of current
Employer / Pension Administrator / Accountant / Solicitor / Auditor *(delete as appropriate)*

Company name		Address	
Contact name			
Contact position			
Telephone number			
Fax number			
Email address		Postcode	

Gross salary / pension / drawings *(delete as appropriate)*			per year
Position held		Starting date in this position	
Is this position permanent?		Payroll / service / pension number	

Will your employment change before the Proposed Tenancy starts?	Yes ☐	No ☐	*If Yes, please provide details*

Do you have any other income?	Yes ☐	No ☐	*If Yes, please provide details*

Right to Rent – Immigration Act 2014

As from 1st February 2016 all tenants must prove that you have a right to rent property in England. Please complete below and provide documents to support.

Nationality	
Passport Country of Issue/ Number	
Start Date	End date
Visa – purpose / number	
Start Date	End date
Staff initial as above information checked:	

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 Signed _____ Name _____ Date _____

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"