

# 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 <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Will there be other occupants living with you (other than your children/dependants under 18 years of age)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

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 <input type="checkbox"/> | No <input type="checkbox"/> |                   |
| Children | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Age of each child |
| Pets     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | type of pet(s)    |

### Personal Details

|       |                             |                              |                             |                               |                             |
|-------|-----------------------------|------------------------------|-----------------------------|-------------------------------|-----------------------------|
| Title | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Dr <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> |
|-------|-----------------------------|------------------------------|-----------------------------|-------------------------------|-----------------------------|

|               |                      |         |                      |
|---------------|----------------------|---------|----------------------|
| First name(s) | <input type="text"/> | Surname | <input type="text"/> |
|---------------|----------------------|---------|----------------------|

|                |                      |                 |
|----------------|----------------------|-----------------|
| Previous name  | <input type="text"/> | (if applicable) |
| Marital status | <input type="text"/> |                 |

|               |                      |                  |                      |                         |                      |
|---------------|----------------------|------------------|----------------------|-------------------------|----------------------|
| Date of birth | <input type="text"/> | Telephone number | <input type="text"/> | Mobile telephone number | <input type="text"/> |
|---------------|----------------------|------------------|----------------------|-------------------------|----------------------|

|               |                      |
|---------------|----------------------|
| Email address | <input type="text"/> |
|---------------|----------------------|

|                      |                          |                |                          |                              |                          |
|----------------------|--------------------------|----------------|--------------------------|------------------------------|--------------------------|
| Current Address      |                          |                |                          |                              |                          |
| <input type="text"/> |                          |                |                          |                              |                          |
| Property owner       | <input type="checkbox"/> | Council tenant | <input type="checkbox"/> | Other                        | <input type="checkbox"/> |
| Living with parents  | <input type="checkbox"/> | Private tenant | <input type="checkbox"/> | <i>(please give details)</i> |                          |
| Reason for leaving   | <input type="text"/>     |                |                          | Period at address            | <input type="text"/>     |

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) | <input type="text"/>     | period at address            | <input type="text"/>     |
| postcode             | <input type="text"/>     |                              |                          |
| property owner       | <input type="checkbox"/> | council tenant               | <input type="checkbox"/> |
| living with parents  | <input type="checkbox"/> | private tenant               | <input type="checkbox"/> |
|                      |                          | <i>(please give details)</i> |                          |

|  |                      |          |                      |
|--|----------------------|----------|----------------------|
| For the property you currently occupy  |                      |          |                      |
| estate agent / solicitor / managing agent / landlord <b><i>(delete as appropriate)</i></b> |                      |          |                      |
| Name   | <input type="text"/> | Address  | <input type="text"/> |
| Telephone number (day)   | <input type="text"/> |          |                      |
| Telephone number (evening)   | <input type="text"/> |          |                      |
| Fax number   | <input type="text"/> |          |                      |
| Email address  | <input type="text"/> | postcode | <input type="text"/> |

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Do you have any County Court Judgements?             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have/or had any rent arrears? If so how much? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If Yes, please give details and any other financial facts relevant to this application:

|           |  |
|-----------|--|
| NI number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
|-----------|--|

|  |                      |          |                      |
|--|----------------------|----------|----------------------|
| Personal reference (NOT a relative or anyone else named in this application) |                      |          |                      |
| Name   | <input type="text"/> | Address  | <input type="text"/> |
| Telephone number   | <input type="text"/> |          |                      |
| Mobile   | <input type="text"/> |          |                      |
| Email address  | <input type="text"/> |          |                      |
| Relationship   | <input type="text"/> | Postcode | <input type="text"/> |

|                                 |                      |          |                      |
|---------------------------------|----------------------|----------|----------------------|
| Next of kin (excluding partner) |                      |          |                      |
| Name                            | <input type="text"/> | Address  | <input type="text"/> |
| Telephone number                | <input type="text"/> |          |                      |
| Relationship                    | <input type="text"/> | Postcode | <input type="text"/> |

|  |   |          |                      |
|--|---|----------|----------------------|
| Bank / Building Society details ( <i>delete as appropriate</i> ) |   |          |                      |
| Bank / Building society name                                     | <input type="text"/>  | Address  | <input type="text"/> |
| Account name   | <input type="text"/>  |          |                      |
| Sort code  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  |          |                      |
| Account number   | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Postcode | <input type="text"/> |

|                                     |                      |                      |
|-------------------------------------|----------------------|----------------------|
| How long have you had this account? | Years                | Months               |
| <input type="text"/>                | <input type="text"/> | <input type="text"/> |

## Employment

|                   |                                   |  |   |
|-------------------|-----------------------------------|--|---|
| Employment status | Employed <input type="checkbox"/> | Self-employed <input type="checkbox"/> | Contracted <input type="checkbox"/>                         |
|                   | Retired <input type="checkbox"/>  | Unemployed <input type="checkbox"/>    | Independent means (proof required) <input type="checkbox"/> |

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 <i>(delete as appropriate)</i> |  |                                    | 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 <input type="checkbox"/> | No <input type="checkbox"/> | <i>If Yes, please provide details</i> |
|---|------------------------------|-----------------------------|---------------------------------------|

|                               |                              |                             |                                       |
|-------------------------------|------------------------------|-----------------------------|---------------------------------------|
| Do you have any other income? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <i>If Yes, please provide details</i> |
|-------------------------------|------------------------------|-----------------------------|---------------------------------------|

## **Right to Rent – Immigration Act 2014**

As from 1<sup>st</sup> 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 |
| <i>Staff initial as above information checked:</i> |          |

## **Permitted payments**

Holding deposit of 1 Weeks rent.

## **During tenancy payable to agent**

Payments of £50 if you want to change the tenancy agreement

Payment of interest for the late payment of rent at a rate of 3%

Payment of £50 For the reasonably incurred costs for the loss of keys/security devices

Payment of any unpaid rent or other costs associated with your early termination of the tenancy.

## **Tenant protection**

Fraser Lake Limited is a member of UKALA which is a client money protection scheme, and also a member of The Property Redress Scheme. You can find out more details on the agent's website or by contacting the agent directly.

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 holding deposit 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](http://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.

Fraser Lake Limited is a Member of The Property Redress Scheme and subscribes to the Code of Practice for Residential Letting Agents

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”**