

TENANCY APPLICATION FORM

Please provide as much information as possible for your employer, landlord and guarantor as references will be obtained.

Full Name

Date of Birth..... Mobile/Telephone Numbers.....

Email..... *address at which the applicant is content to accept service of notices and other documents given under or in connection with the tenancy*

Current Address.....

Postcode..... NI Number.....

Important: we will search against this address. You must have registered on the electoral roll. Please provide the address at which you are registered.

Name of Guarantor (who is a UK homeowner)..... **Phone Number**.....

Address of Guarantor.....

Postcode..... Email for Guarantor.....

Your Employer.....

Your Position..... **Length of Service**.....

Contact Name..... **Email**.....

Address.....

Postcode..... **Tel No**..... **Fax No**.....

Your Current / Previous Landlord (or confirm if homeowner).....

Tel No..... **Fax No**.....

Landlord's Address (or owned address if a homeowner).....

Postcode..... Email for Landlord.....

Property Rented Postcode.....

CONTINUED OVERLEAF

Next of Kin.....

Address.....

Postcode..... **Tel No**.....

Your Children's Names (If Applicable)..... **Ages**.....

Tenant Identity Proof (ie. Passport number).....

Property Required..... **Requested move-in date***

** this date will be used as the deadline for agreement for the tenant(s) and landlord to enter into a tenancy which is conditional upon the availability of the property and satisfactory fulfilment of all pre-tenancy checks.*

Please circle where you heard about Wren Properties?

Internet: Google / Rightmove / wrenproperties.co.uk / Yell

Local: Office location / Recommendation / To Let Board / Vans

Other (please specify):

HOLDING FEE

I agree to pay the equivalent of one week's rent per tenancy as a non-refundable holding fee to conditionally remove the property from the market whilst my application is processed and satisfactory credit checks, employer and previous landlord references and a guarantor who is a UK home owner are obtained. If the tenancy proceeds I consent to this fee being deducted from the total rent and deposit payable to move in. If the tenancy does not proceed it will be refunded where Wren or the landlord has rejected my application. I accept that Wren will retain the fee if: (i) I provide false or misleading information or (ii) I do not provide adequate documentation to confirm my identification, previous residence, credit worthiness and ability to pay the rent or (iii) respond on a timely basis to requests for information required to process my application or (iv) I fail a right to rent immigration status check or (v) I withdraw from the proposed agreement or change my requested move-in date to one which is not acceptable to the landlord.

DATA PROTECTION

I confirm that the details I have provided are correct and true. I authorise Wren Properties Limited ("Wren") to make enquiries and process my data and information provided or obtained in relation to my application and any subsequent tenancy agreement. I authorise Wren to search the files of licensed credit reference agencies and to check my details with fraud prevention agencies. Details of any search Wren carries out with licensed credit reference and fraud prevention agencies will be added to their records and will be shared with other organisations that make searches and used by them and Wren to (1) Check my identity (2) Help make decisions about prospective tenancies and (3) Trace debtors, recover debts, prevent fraud and to manage any tenancy agreement. I understand that Wren will also add to my record with licensed credit reference and fraud prevention agencies information relating to any default or failure by me to keep to the terms of any subsequent tenancy agreement.

The information I provide and which Wren obtains from external organisations will be stored on computer or in any other way. It will be used together with any other information it holds about me on the basis of legitimate interest and business purposes of acting as a lettings and property management company to consider my tenancy application and administer the performance of any subsequent tenancy agreement and management contract with my landlord and as otherwise permitted by law. Wren may at any time give my information to the landlord, or to relevant authorities, or to third parties that provide a service relating to my application or tenancy agreement; and debt collection agencies, legal advisors or other third parties who may assist it following any default or failure by me to keep to the terms of my tenancy agreement.

I have the right to be informed about and access to information that is held about me; to request rectification or restriction of the information for example if it is inaccurate or incomplete; to erasure where there is no reasonable cause for it to be retained; to object to it being processed for example for direct marketing, research or statistics and the right not to be subjected to automated decision-making including profiling. Further information on how Wren uses data is available at: <https://www.wrenproperties.co.uk/pages/privacy-policy>. I am content to accept service of notices and other documents given under or in connection with the tenancy by email.

Signature.....

Date.....