

**HOUSING APPLICATION FORM** 2.0

This is an application for private rental accommodation

ADDRESS OF PROPERTY  
YOU ARE INTERESTED INTHE RENT  
Per Week/Calendar Month£ 

YOUR NAME(S)

ARE YOU APPLYING: *Please tick(✓)*

Privately

Via Hobs

Via the NAViGO

Company

Via Care Rent

Other, please state

ARE YOU: *Please tick(✓)*

Full Time Employed

Retired

Full Time Student

Part Time Employed

In receipt of Housing Benefit

Part Time Student

HOW WILL BE FUNDING:

Your 4 weeks rent in advance?  Yourself  Hobs  Care Rent  Other (*please state*) \_\_\_\_\_Your 4 weeks deposit?  Yourself  Hobs  Care Rent  Other (*please state*) \_\_\_\_\_Processing & administration fee?  Yourself  Hobs  Care Rent  Other (*please state*) \_\_\_\_\_If you will be in receipt of housing benefit will it be paid: direct to Tenant/direct to Landlord (*please circle*)*If you know of any reason why it should be paid direct to landlord please give reasons here:-*

IF YOU WILL BE IN RECEIPT OF HOUSING BENEFIT OR ARE UNDER 18 YOU WILL NEED A GUARANTOR WHO WILL AGREE TO PAY THE RENT AND MEET YOUR OBLIGATIONS UNDER THE TENANCY AGREEMENT IN THE EVENT YOU BREACH THEM OR FAIL TO PAY YOUR RENT. THEY MUST BE A PROPERTY OWNER.

Name of Guarantor

Address of Property/  
Properties owned

Address of Guarantor

Contact Number

Bank/Building Society

Occupation &  
Employer

Account Name

Date of Birth

Sort Code

Insurance Number

Account Number

**BEARDSLEY LETTINGS**

LETTING AGENTS PROPERTY MANAGEMENT

21 Hainton Avenue, Grimsby, North East Lincolnshire, DN32 9AS.

t: 01472 806888 e: enquiries@beardsleylettings.co.uk w: www.beardsleylettings.co.uk

## 2. ABOUT YOU

## Help

### Applicant

Mr  Mrs  Miss  Ms

First Name

Surname

Date of Birth

National Insurance No.

Relationship to Joint Applicant

Address

Postcode

On what date did you move to this address?

Are you currently a tenant of Beardsley Lettings?  
Yes  No

Home Tel

Work Tel

Mobile Tel

Email Address

If you have previously been known by another name please state it here

Bank Name

Branch

Account No.

Sort Code

### Joint Applicant

Mr  Mrs  Miss  Ms

First Name

Surname

Date of Birth

National Insurance No.

Relationship to Joint Applicant

Address

Postcode

On what date did you move to this address?

Are you currently a tenant of Beardsley Lettings?  
Yes  No

Home Tel

Work Tel

Mobile Tel

Email Address

If you have previously been known by another name please state it here

Bank Name

Branch

Account No.

Sort Code

If you are applying to be a joint tenant with someone else you should include their details in the joint applicant column throughout this form.

Please give the address at which you currently live.

**You must provide one of these to be photocopied:**

Passport  
Immigration Documents  
Birth/Marriage Certificate  
Driving Licence  
OAP Travel Pass  
Benefit Book  
Medical Card

**and on of these showing your present address:**

Utility or Council Tax Bill  
Bank Statement  
Insurance Certificate  
Tenancy Agreement  
Wage Slip

**!** Please provide proof of your identity and current address.



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## Applicant

What language do you prefer to speak, read and write in?

What is your nationality?

Are you subject to immigration control?

Yes  No

If yes, please give details

Are you or anyone in your Household a smoker?

Yes  No

Will any pets be re-housed with you?

Yes  No

If yes, please tell us how many and what kind

Do you have a car? Please state Make, Colour and Registration No.

## Joint Applicant

What language do you prefer to speak, read and write in?

What is your nationality?

Are you subject to immigration control?

Yes  No

If yes, please give details

Are you or anyone in your Household a smoker?

Yes  No

Will any pets be re-housed with you?

Yes  No

If yes, please tell us how many and what kind

Do you have a car? Please state Make, Colour and Registration No.

## Help

We ask for proof of your immigration status in order to assess whether you are eligible for housing.

Please provide your passport or any papers you have from the Home Office to be photocopied.

Please note that some pets are not allowed in certain properties - Please ask for details.

- ! If you are subject to immigration control, please provide proof of your immigration status.



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## 3. YOUR INCOME

If you or your partner are employed, please supply the following details:

	Occupation	Name & Address of Employer	Length of Employment	Permanent or Temporary?	Net/Take Home Salary
Applicant					£  Per week/ month
Joint Applicant					£  Per week/ month

**!** Please provide proof of your employment

Please tell us if you receive any benefits:

Applicant	Type	Amount	Weekly/Monthly?

## Help

We require proof of your employment (last 3 months wage slips, and last 3 months bank statements).

We ask about the benefits you receive so that we can find out if you may be entitled to help with your rent.

## 4. YOUR HOUSEHOLD

We need to know who will be living with you **permanently** in your new home.

First Name	Surname	Sex M/F	Date of Birth	Relationship to You	Receive child benefit? Y/N	Currently living with you? Y/N

**!** Please provide proof of any child benefit you receive.

## Help

For each of the people to be rehoused please state their name, relationship to you, sex and date of birth.

If you have children living with you (or who will live with you) and for whom you receive child benefit, please put 'Y' against that child in the column 'Child Benefit Received' and provide proof.

We need written confirmation of any access arrangements you have, e.g. solicitor's letter from the child's legal guardian.



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If anyone named in section 1 or 2 is an expectant mother, please give details below:

Name	Date Baby is due

**!** Please provide proof of pregnancy, stating the exact date of birth.

If you have indicated that any of the people named in this section do not currently live with you at present, please give details below:

First Name	Surname	Address	Reason they don't currently live with you

Do you or your partner have a child or children (not included above) to whom you regularly have access and want accommodation for them to stay with you from time to time? Yes  No

How often do they stay with you?

at weekends  weekly  monthly  during holidays  other

Please tick if you have the following: a joint residence order  a contact order  agreed access arrangements

**!** Please provide written confirmation for any of the above.

Please give details of these child(ren):

First Name	Surname	Sex M/F	Date of Birth	Relationship to You	Present Address

Please give details below of anyone you live with at present who will NOT be moving with you:

First Name	Surname	Sex M/F	Date of Birth	Relationship to You



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# 5. YOUR PREVIOUS ADDRESSES

Please provide details of where you have lived in the last five years: Starting with your current address

## APPLICANT

Address	Date from	Date to	Weekly Rent	Reason for leaving	Name & address of Landlord if rented
			£		
			£		
			£		
			£		

## JOINT APPLICANT

Address	Date from	Date to	Weekly Rent	Reason for leaving	Name & address of Landlord if rented
			£		
			£		
			£		
			£		

Do you, your Partner or any person who intends to live with you have a criminal record?

Yes  No

If Yes, please give details:

Has any legal action been taken against you, your Partner, or any person who intends to live with you for anti-social behaviour, sexual harassment or nuisance.

Yes  No

If Yes, please give details, including property address/landlords name and address and reasons:



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# 6. YOUR FAMILY

## Help

Please give details of any relatives you have who live in the area. Please only include details of your immediate relatives, e.g. Father, Mother, Brother, Sister or Children.

Name	Address	Relationship to You	Living here from (d/m/y)

This information is used in case of emergencies.

Please ensure you have your relative's consent to give us this information. We may have to confirm details with them.

Are you or anyone in your household related to:

A member of Beardsley Lettings staff or employed by any of our Approved Contractors

Yes  No

Name of person in your household

Name of relative/employer

### NEXT OF KIN

Name

Relationship

Contact Number

Address

Name

Relationship

Contact Number

Address



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## 7. REFERENCES

Please give us details of any Social Worker, Carer or other professional person who supports you:

Name	Section & Address	Telephone No.

Please give us details of a person whom we can obtain a Character reference from:

	Applicant	Joint Applicant
Character Referees Name		
Profession/Occupation		
Address		
Contact Number		



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## 8. YOUR PRESENT ADDRESS

## Help

Please indicate which applies to you (✓):

	Applicant	Joint Applicant
Council tenant	<input type="checkbox"/>	<input type="checkbox"/>
Housing Association tenant	<input type="checkbox"/>	<input type="checkbox"/>
Private tenant	<input type="checkbox"/>	<input type="checkbox"/>
In tied accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Staying with parents/relatives/friends	<input type="checkbox"/>	<input type="checkbox"/>
Lodging	<input type="checkbox"/>	<input type="checkbox"/>
Owner occupier	<input type="checkbox"/>	<input type="checkbox"/>
In Armed Forces accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Young person leaving Local Authority care	<input type="checkbox"/>	<input type="checkbox"/>
In prison	<input type="checkbox"/>	<input type="checkbox"/>
In hospital	<input type="checkbox"/>	<input type="checkbox"/>
In temporary accommodation	<input type="checkbox"/>	<input type="checkbox"/>

*Tied* accommodation means housing which is provided with your job.

*Temporary* accommodation may be a B&B, hotel or hostel where you are staying on a temporary basis.

	Applicant	Joint Applicant
Have you been given written notice to leave?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

If yes, when do you have to leave?

--	--

Why have you been asked to leave?

--	--

**!** Please provide us with a copy of your written notice.

## 9. YOUR CHOICE OF ACCOMMODATION

## Help

What type of property would you prefer to move to (✓):

House  Flat  Bungalow  Semi Detached  Detached

How many bedrooms do you need?

Which floor level of accommodation do you need?

Ground  First  Second  Any floor with lift  Any floor with no lift

Do you require any of the following (✓):

Warden assisted housing or sheltered housing  Adaptations

A property suitable for wheelchair access  Other facilities

What adaptations or other facilities do you need?

If for any reason the property you are interested in is not available do you have a 2nd choice?

A “warden” is employed to manage sheltered housing for older people and provide support.

“Adaptations” may include ramps, grab rails, lifts etc.



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# 10. YOUR SUPPORTING EVIDENCE

Please ensure that this information is attached with your completed application form. If anything is missing we will not be able to process your application and will return it to you.

If we do not see the original documents when you return your form, we must see them if and when you are offered a tenancy.

Please tick to indicate what evidence you are providing (✓):

All Applicants and Joint Applicants:-

**Proof of your identity**

Original  Copy

Any one of:

Your passport, immigration documents, birth certificate, marriage certificate, driving licence, OAP travel pass, benefit book, NHS medical card.

**Proof of your current address**

Original  Copy

Any one of these showing your present address:

A utility or council tax bill, bank statement, insurance certificate, tenancy agreement, wage slip.

**If you have No Fixed Abode**

Original  Copy

Please provide written confirmation from your employer of your address. Or, if you are unemployed, written confirmation from the benefits Agency or Job Centre that their application address is NFA and details of their correspondence address.

**If you are subject to immigration control:-**

**Proof of your Immigration Status**

Original  Copy

Your passport or any papers you have from the Home Office

**If you have dependent children:-**

**Proof of any Child Benefit you receive**

Original  Copy

Your benefit book or Child Tax Credit Statements

**If someone in your household is pregnant:-**

**Proof of pregnancy, stating the exact date of birth**

Original  Copy

Your medical certification provided by your doctor, midwife or hospital

**If you regular access to children:-**

**Proof of any joint residence order, contact order or agreed access arrangements**

Original  Copy

A solicitor's letter, court papers or a letter from the child's legal guardian



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### If you have been asked to leave your current accommodation:-

#### Your written notice to quit

Original  Copy

#### Proof of your benefit entitlement

Original  Copy

Written confirmation from the DWP plus 3 months current bank statements

### If you are employed:-

#### Proof of your employment

Original  Copy

Your last 3 months wage slips or contract of employment plus 3 months current bank statements.

## GUIDANCE NOTES FOR PROSPECTIVE TENANTS

If a property we are marketing is suitable for your needs, we request that an application form is completed so that we can apply for references and assess your suitability. Two separate forms of identity documents are required from each applicant.

On acceptance of your processed application for a specific property you will be required to pay to the Agents the sum of £195.00 (including VAT) towards the cost of administration in requesting references and the preparation of the Tenancy Agreement. Please note that this is not refunded should the tenancy not proceed for any reason.

Acceptance of an application for the tenancy of a particular property does not imply in any way that your application will be successful and you should not make firm arrangements concerning the tenancy until we have confirmed that it can go ahead.

A satisfactory credit reference will be required in addition to references from an applicant's financial institution, employer (accountant if self-employed), previous landlord (if applicable) and character references will also be required. Your Bank/Building Society may charge you for supplying a reference.

## APPLICANTS WHO REQUIRE A GUARANTOR

Each applicant who expects to be in receipt of Housing Benefit will need a suitable Guarantor. Sometimes the rent is not paid in full by the Local Authority leaving the tenant liable to pay the remainder and in some instances almost the full amount. The Guarantor should therefore be someone in a secure position who would be able to pay the rent should the Tenant fall in arrears. The Guarantor will need to own their own home or a property.

If everything is to the satisfaction of the Landlord, the Guarantor will sign the Tenancy Agreement before or at the same time as the tenant. The Guarantor's commitment will last for the full period of the Tenancy. **Please note that the keys will not be released until the Guarantor has signed the Tenancy Agreement.**

Occasionally, an Applicant may be financially secure but, unable to provide financial reference of his/her own. In such an instance, the applicant will also have to provide a Guarantor. If an application is approved we will ask you when you wish to sign the Tenancy Agreement in order that you may move into the property you have chosen.



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# TENANCY AGREEMENTS

As a Tenant you are expected to comply with the various clauses in the Tenancy Agreement. If you would like to read a specimen copy before proceeding with an application please ask a member of the lettings department.

At the commencement of some Tenancies there are notices that have to be signed by all persons wishing to take the Tenancy. These notices must be signed prior to the signing of the Tenancy Agreement and prior to receipt of the keys.

To hold the property and at the very latest day that the agreements are due to be signed, we will require payment of four weeks rent (or one month's rent), the same amount as a deposit, the application fee in cleared funds. Payments must be made either in cash, by bankers draft or certified building society cheque or by debit or credit card. There is a 3% fee for payment by credit card. **Please note that all applicants and their Guarantors must sign the Tenancy Agreement before the keys are released.**

## INVENTORY

A written inventory will be issued at the commencement of the Tenancy. This document will specify the condition of the interior of the property and the items contained therein. The inventory should be thoroughly checked by the Tenant who should indicate any differences by making amendments to the document and returning it to Beardsley Lettings within 5 working days. No amendments will be accepted after that time.

## AMENDMENT FEE

A Tenancy Amendment fee will be required if a change to the Tenancy is required midterm. This will always be subject to Landlord consent. The fee applicable is £100.00.

## DEPOSIT

Upon commencement of the Tenancy, a deposit will be taken. The deposit acts as a security for the performance of the Tenant's obligations under the lease agreement. The deposit will be held by the DPS then returned to the person nominated by you at the outset as the Lead Tenant at the end of the tenancy term, subject to any deductions necessary to compensate the Landlord for any breaches of the terms of the Tenancy Agreement.

## PETS

It should be noted that wherever a Tenant has pets, a further £100.00 per pet will be required **in addition** to the deposit to enable the carpets to be professionally cleaned at the end of the Tenancy.

## RENT

Rent will be payable to BEARDSLEY LETTINGS RENT ACCOUNT on the due dates as set out in the Tenancy Agreement. Payments may be made by standing order, debit card, credit card (3% fee), cash or cheque.



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# MULTIPLE TENANTS IN ONE PROPERTY

Where there are a number of Tenants sharing accommodation, each Tenant is jointly and severally responsible for the whole rent. This means that all Tenants are responsible for any outstanding rent irrespective of how much they have paid.

## PAYMENT OF UTILITIES

The Tenant is responsible for payment of all utilities (gas, electric, water, Council Tax etc.) unless otherwise stated. The Tenant is allowed to change the supplier of their gas and electricity. When vacating it is important that you advise Beardsley Lettings of the meter reading, the date of the reading and the name of the supplier. The Tenant should also advise the supplier of the meter readings, the date the property was vacated and that accounts for the property whilst vacant should be forwarded to Beardsley Lettings.

## INSURANCE OF CONTENTS

The Landlord insures the bricks and mortar together with those contents that are listed on the inventory except broken glass/windows howsoever the damage is caused. We recommend that tenants have cover for their personal contents and accidental damage to the landlord's contents that would be their responsibility under the tenancy agreement. We can provide details of policies that may suit tenants' requirements.

## INSPECTIONS AND REPAIRS

Inspections of the premises are carried out at regular periods during the tenancy to ensure that tenants are observing the conditions of the tenancy agreement. However, they also give tenants the opportunity to discuss any problems they may be experiencing relating to the property and allow us to consider repairs/decorations etc. before they become a major concern.

## END OF TENANCY

Written notice should be given to indicate when Tenants wish to leave. Where the rent is due weekly four weeks notice is required. If the rent is due monthly then one clear months notice expiring on a rent due date is required. We should be informed of the new address as soon as possible to avoid any delay in forwarding the deposit. **Please note that the deposit must not be relied upon as the rent due for the notice period.** Preparations should be made to hand the keys back on the due date ensuring that the property is vacated and is in good order throughout. Tenants should arrange meter readings and the gas, water and electric supplies should not be disconnected. **Any Tenant who has changed suppliers for any of their utilities should advise Beardsley Lettings accordingly.**

At the end of the Tenancy the inventory will be checked and any dilapidation's charged to the Tenant (fair wear and tear will obviously be taken into account). If there has been a breach of the Tenancy Agreement, the return of the deposit will be delayed until the cost of any replacement, repair or cleaning has been assessed. We shall at the same time, take meter readings and advise the relevant utility companies and the local authority of the Tenant's forwarding address. Please note that rent will still be due and payable until the keys and received at our office at 21 Hainton Avenue, Grimsby, North East Lincolnshire, DN32 9AS.

**Keys should be handed in person to a member of our lettings team.**

*These notes are intended to provide only a summary to assist tenants to understand and realise the obligations undertaken when they wish to rent a property from a private landlord. It is not the intention to give authoritative interpretation of the law; only the courts can do that.*



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# North East Lincolnshire District Council

## Data Protection Consent Form

### If you receive the new Local Housing Allowance

we will make payment direct to you. We will, if you wish, also inform your landlord that payment is being made direct to you and when that payment commences. There may be occasions where we require information from other departments, agencies and organisations to ensure you are receiving all your entitlements.

It is your right under Data Protection legislation to withdraw your consent for us to share this information at any time. However, should you decide to do this, you would then be at risk of delaying your claim and losing some of your entitlements.

Please fill out your details below, sign the form and return to  
North East Lincolnshire Council, Finance Department, Benefits Section, FREEPOST NEA10366, Cleethorpes, DN35 8BR.

Alternatively, you can return it to: *Any Customer Access Point or Council Office*

Full Name:
Address:
Post Code:
National Insurance Number:
Housing Benefit:
I give permission for the NELDC Housing Benefit Department to inform my landlord of the following:  Whether a claim has been received General information on progress of a claim i.e. waiting for information (but not any details of income) Waiting for proof of rent Awaiting processing If the claim is not being assessed but not the reason why If the amount of Housing Benefit to be paid will meet the full rent liability If it is the full amount of an interim amount If we are taking instalments of overpayments, the amount and the period Date, value and period covered of payment to landlord The date benefit ceased
Signed:
Date:



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# DECLARATION FOR HOUSING

I/We (the Applicant/Joint Applicant) declare that:

I/We have read and understand the attached guidance note.

I/We authorise any landlord named within this application form to provide information about the conduct of my/our tenancy at my/our previous addresses.

I/we understand that Beardsley Lettings will provide the landlord with copies of my application form.

I/we authorise Beardsley Lettings to contact a credit reference agency to check for housing related debt such as rent or repairs. If this credit referencing links my/our name to other address, I/we also agree to these addresses being checked.

Beardsley Lettings may make the necessary enquiries in connection with any information given by me/us in order to verify it. I/ We(the Applicant/Joint Applicant) give permission and authority for such information, including my current address following termination of my Tenancy to be disclosed to them by the following:- Rent Assist and any staff acting on their behalf; Care Rent; NAViGO; North East Lincolnshire Council; East Lindsay District Council; The DWP; The Police; my past and current landlords and agencies acting on their behalf; Health and support agencies, my referees, Guarantor, family and any other relevant professional or individual.

I/We understand that Beardsley Lettings must protect its Clients/Landlords funds and act in their best interest at all times. They may use the information I/We have provided on this form to prevent and detect fraud. I/We (the applicant/Joint Applicant) understand that by signing this form I am/we are giving Beardsley Lettings my/our permission and authority to disclose information contained within the form and given or obtained throughout the Tenancy to Care Rent; NAViGO; North East Lincolnshire Council; East Lindsay District Council; The DWP; The Police; My past and current landlords and agencies acting on their behalf; Health and support agencies, my referees Guarantor family and any other relevant professional or individual.

The information given on this form is true to the best of my belief and knowledge and I/we acknowledge that Beardsley Lettings have the right to verify all the information given. I/We understand they may take legal action to end any Tenancy granted as a result of false or misleading information given knowingly or recklessly by me/us. I/We understand that this also applies to missions or failure to provide details where required by the Application Form.

I/We understand that failure to keep Beardsley Lettings informed of any changes in my/our housing circumstances or eligibility to benefits may affect my/our entitlement to benefits and may result in legal action being commenced for recovery of rent arrears, rent overpayments reclaimed by Housing Benefit Department and possession. I/We must notify Beardsley Lettings and the Housing Benefit Department where applicable of any changes.

## General Data Protection Regulation (2018) Notice

- Beardsley Lettings will use your personal information (as provided by you in this application form and any additional information which you may give us for this purpose in the future), for all purposes in connection with your application for housing and for administration of your tenancy if you are successful.
- If you are successful, this information will be kept for six years after the end of the tenancy agreement. If you are unsuccessful, we will destroy this information within 3 months of receipt unless advised differently by yourself(s)
- Beardsley Lettings may disclose this information for these purposes to service providers and agents who carry out services on our behalf or the Landlord.
- By signing this form you consent to Beardsley Lettings processing your sensitive personal information for these purposes. Sensitive personal information can include health, ethnic origin or criminal record.



# BEARDSLEY LETTINGS

LETTING AGENTS PROPERTY MANAGEMENT

21 Hainton Avenue, Grimsby, North East Lincolnshire, DN32 9AS.

t: 01472 806888 e: enquiries@beardsleylettings.co.uk w: www.beardsleylettings.co.uk

# General Data Protection Regulation (2018) Notice (continued)

- You have a right to ask for a copy of your information and to correct any inaccuracies in your information.
- We will not share your personal information with any third party other than to our client or relevant contactor without your consent
- A copy of our privacy policy may be found at: [www.beardsleylettings.co.uk](http://www.beardsleylettings.co.uk)

*Please print this page. Sign and Date.*

*Then scan and attach to your other documents within the email.*

Applicant's Signature

Date

Joint Applicant's  
Signature

Date

## DECLARATION BY GUARANTOR

I/We (the Guarantor/s) declare that:

We have been advised to obtain independent legal advice before entering into this agreement.  
I/We own the property/properties listed below.

I/We am/are a UK resident/residents.

I/We authorise Beardsley Lettings to contact a credit reference agency to check my/our suitability to stand as a Guarantor. If this credit referencing links my/our name to other addresses, I/we also agree to these addresses being checked.

Signed: ..... Date: .....



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