



Lanyons Estate Agents, 43 Dunraven Street, Tonypany, CF40 1AL 01443755151 [info@lanyons.co.uk](mailto:info@lanyons.co.uk)

### Lanyons Estate Agents Application Form

#### **Completing this Form**

Please ensure that ALL sections of this form are completed in their entirety. This brief information will be entered on to our system and a full application will be emailed to you.

Please follow the link when it is received and complete all sections fully. Please note the application will not be considered without all of the requested documentation.

If it is discovered that you have provided any false or misleading information on your application form for example, not declaring a County Court Judgement (CCJ) or not providing details of your previous landlord, then your application will automatically fail.

All applications will be considered based on the information provided. All of the information provided will be shared with our referencing agency Vouch/Rightmove, and the Landlord of the property you are applying for. Please sign the GDPR section allowing us to share your information with all parties concerned.

#### **References & Documents Required**

We require references for each tenant applying for a property.

If you are currently employed, we will require your last three payslips. If you are receiving Local Housing Allowance we will require your benefits letter confirming you are in receipt of benefits.

We will require copies of your last three months Bank Statement for each person applying for the tenancy. (These documents can also be used towards your Identification)

If you have rented previously, we will write to your most recent Landlord but reserve the right to request a reference from more than one Landlord should we consider it necessary as part of our referencing. We are able to confirm the information you provide against our Credit Referencing in terms of your existing and previous addresses.

If you are employed, we will write to your employer requesting a reference.

In addition to the above we will require two further character references if you have provided your previous Landlord's details. If you have not rented previously, we will require three character references.

#### **Identification**

Since the 1<sup>st</sup> of March 2004 the Government in its attempts to fight Crime and Terrorism has made it a legal requirement for all Tenants to provide proof of identity under the Money Laundering Regulations. Lanyons require two forms of identification, one proving your name and one citing your residential address. If there is more than one tenant, then identification will be required for each individual party. We will not be able to apply for your references until such time as these documents are received

### Agreeing the Tenancy

**A tenancy cannot be granted until all referencing has been satisfied, we have the Landlords consent to proceed, and all safety certificates are carried out to ensure the property is compliant with the required legislation. Under no circumstances will we grant a tenancy without all of our obligations having been met. Any prospective tenant will be asked to cooperate with us whilst we carry out our procedures and should be assured that a date for the tenancy agreement to be signed will be given at the earliest opportunity. Your patience during this time would be appreciated.**

Please sign confirming you have read and understood our terms of business before completing this application.

Sign:

Date:

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## TENANT ASSESSMENT APPLICATION FORM

PLEASE ENSURE YOU COMPLETE ALL SECTIONS OF THIS APPLICATION

### PART A

Address of Property you are Applying to Rent:

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Please enter full names of all adults applying to rent the property below (they will each need to complete individual application forms):

Tenant

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Tenant 2

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Tenant 3

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Tenant 4

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### PART B

To be completed by each applicant individually.

Personal Details:

Mr/Mrs/Miss/Ms/Other 

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First Name/s: 

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Surname: 

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Date of Birth: 

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National Insurance Number: 

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Nationality: 

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Marital Status: 

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Occupation: 

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Employer: 

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Mobile No: 

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Email Address: 

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Names of children living at the Property

Dates of Birth:

1: 

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 Date of Birth: 

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2: 

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 Date of Birth: 

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3: 

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 Date of Birth: 

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4: 

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 Date of Birth: 

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Details of your Current Address:

House Name/Number: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Town: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_

How long have you lived at your address (Years/Months): \_\_\_\_\_

Did you rent this property: \_\_\_\_\_

If you did rent this property please provide your previous Landlord/s detail below:

Name & Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If less than three years, please include your previous address below:

House Name/Number: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Town: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_

How long did you live at this address (Years/Months): \_\_\_\_\_

Did you rent this property: \_\_\_\_\_

If you did rent this property please provide your previous Landlord/s detail below:

Name & Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If less than three years at this address please include your previous address.

House Name/Number: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Town: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_

How long have you lived at your address (Years/Months): \_\_\_\_\_

Did you rent this property: \_\_\_\_\_

If you did rent this property please provide your previous Landlord/s detail below:

Name & Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please note your previous Landlord/s details will be used for referencing purposes.**

### PART C

If you are Employed, please answer the following questions: (If No, go to Part D)

Name & Address of your Employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

How long have you worked for your Employer: \_\_\_\_\_

Are you on a permanent or temporary contract: \_\_\_\_\_

Are you self employed: \_\_\_\_\_

If in a temporary contract, when does your contract end: \_\_\_\_\_

Please give your current annual salary: \_\_\_\_\_

**Please note your employment details will be used for referencing purposes**

### PART D

If you are claiming Local Housing Allowance, please answer the following questions:

Address of the property you last claimed LEA for: \_\_\_\_\_

Was the LEA paid direct to you or your Landlord: \_\_\_\_\_

What other benefits are you in receipt of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide proof of all benefits income/awards

### PART E

Are you aware of any County Court Judgements, IVA's or Bankruptcy orders, current or Pending against you? \_\_\_\_\_

If yes, please give full details below (If more space is required please attach a separate sheet:

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PART F

Do you have a criminal record, if so, please provide full details: \_\_\_\_\_

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Have you ever been evicted from a property: \_\_\_\_\_

If yes, please explain why: \_\_\_\_\_

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Do you have any pets? YES/NO

If yes, please list what pets you have: \_\_\_\_\_

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Do you smoke: \_\_\_\_\_

## PART G

Please list another two referees for a character reference. If you have not rented previously please list THREE referees for character references.

Please Note: Character referees provided for references must be in a profession or position of authority. We will not accept references off family members.

### Character Reference One

Name of Referee: \_\_\_\_\_

Profession: \_\_\_\_\_

Address of Referee: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Referee contact No: \_\_\_\_\_

Referee Email: \_\_\_\_\_

### Character Reference Two

Name of Referee: \_\_\_\_\_

Profession: \_\_\_\_\_

Address of Referee: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Referee contact No: \_\_\_\_\_

Referee Email: \_\_\_\_\_

### Character Reference Three

Name of Referee: \_\_\_\_\_

Profession: \_\_\_\_\_

Address of Referee: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Referee contact No: \_\_\_\_\_

Referee Email: \_\_\_\_\_



## PART H

### GENERAL DATA PROTECTION REGULATIONS (GDPR) PRIVACY NOTICE & INFORMATION FOR CLIENTS

The GDPR are important European regulations which will introduce amendments to data protection law including Introducing additional rights for individuals in relation to their personal and sensitive personal data. GDPR applies to all Member States from 25<sup>th</sup> May 2018.

Lanyons Estate Agents are committed to protecting and keeping confidential all the information you provide to us, subject to certain legal duties that are explained in our Privacy Notice. We ask that you read the privacy notice carefully as it contains important information about who we are and how we use your information.

The information you have given on this Application Form is true to the best of your knowledge. You consent to this information being verified by fair and lawful means, which you understand will involve contacting referees and licensed credit reference agencies. You understand the resulting verified information will be forwarded to the letting agent and/or the Landlord.

You hereby expressly consent to your personal details, including any forwarding address at the determination of the tenancy being passed to the Landlord, utility companies, the local authority, the Tenancy Deposit Scheme, and Rent Smart Wales.

Please sign and date the form.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Part E Data Protection Authority for Referees

This authorises your referees to provide us with written references supporting your application. Please sign this application giving your authority.

I have given my consent to Lanyons Estate Agents to make information requests from your agency or you personally for the purpose of references in support of my application to rent a property from this agent.

Please sign and date the form.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Part F Credit Referencing

I have given my consent to Lanyons to undertake a credit check in support of my application.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Part G Guarantor Requirement

Once Lanyons carry out your referencing it may be necessary for you to have a guarantor in support of your occupation contract. A guarantor is a person or organisation who will pay your rent should you fall into arrears. Some examples of why a guarantor may be required is if this is your first time to undertake an occupation contract or you have a low income or a CCJ. Your guarantor will be named on your occupation contract and will therefore be legally responsible for paying your rent should you fall into any arrears. Your guarantor will be subject to their own credit checks in support of your application and we will also require identification please see Part H below. In the event that we require a guarantor please provide their details below:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_

Contact Number \_\_\_\_\_

Email address \_\_\_\_\_

Relationship with Applicant: \_\_\_\_\_

Lanyon will contact you via their referencing agency should a guarantor be required and you will be asked to provide their information in order for them to contact your guarantor and proceed with the necessary credit checks.

## PART H

### IDENTIFICATION

You will be required to upload your identification via our referencing agency. Please see below guidance on what will be required..

#### Evidence of Name – Identity Documents

Full Passport

Full driving licence (Photo Card Driving Licence or Paper Based Driving Licence issued before 1998)

Most recent HM Revenue & Customs Tax Notification or Self Assessment Notification

National Insurance Card or document confirming your NI Number

Benefit Book (or original letter confirming benefits)

Self Employed Tax Exemption Certificate

Resident Permit or Work Permit issued by the Home Office

#### Evidence of Address – Identity Documents

Bank or Building Society Statement

Local Authority Council Tax Bill (Current Year)

Utility Bill (Not older than three months) Please Note: Mobile Phone Bills are not acceptable

National Insurance Document confirming NI number

Current Tenancy Agreement

Benefit Book or letter from the Benefits Agency (if not used for proof of name)

PLEASE NOTE WE DO NOT ACCEPT BUS PASSES AS A FORM OF IDENTIFICATION.

## PART J

All applicants must provide the following documentation:

Three Months Bank Statement

Three months Pay Slips

If on LHA a copy of your benefits letter

Letter confirming any other benefits you are in receipt of in support of your affordability i.e. PIP, disability allowance etc

BEFORE RETURNING THE COMPLETED APPLICATION PLEASE CHECK THAT YOU HAVE ALL OF THE NECESSARY INFORMATION TO PROVIDE THE AGENT. WE HAVE INSERTED A TICK LIST BELOW TO ASSIST.

- |   |                          |
|---|--------------------------|
| 1. FULLY COMPLETED APPLICATION FORM             | <input type="checkbox"/> |
| 2. TWO FORMS OF IDENTIFICATION                  | <input type="checkbox"/> |
| 3. THREE MONTHS BANK STATEMENTS                 | <input type="checkbox"/> |
| 4. THREE MONTHS PAY SLIPS                       | <input type="checkbox"/> |
| 5. BENEFITS LETTER                              | <input type="checkbox"/> |
| 6. LETTERS CONFIMING ANY FURTHER BENEFIT AWARDS | <input type="checkbox"/> |

## **General Data protection Regulations (GDPR)**

### **Lanyons Privacy Notice & Information for Clients**

The GDPR are important European regulations which will introduce amendments to data protection law including introducing additional rights for individuals in relation to their personal and sensitive personal data. GDPR applies to all EU Member States from 25 May 2018.

Lanyons Estate Agents are committed to protecting and keeping confidential all the information you provide to us, subject to certain legal duties that are explained in our privacy notice.

We ask that you read this privacy notice carefully as it contains important information about who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and how to contact us and supervisory authorities in the event you have a complaint

#### **Who We Are**

Lanyons is a Partnership registered in Wales. The registered Head Office is at 36 Hannah Street, Porth, CF39 9RB. It is An Estate Agency, Letting Agency, Surveyors, Valuers, and Domestic Energy Assessors. The firm collects, uses and is responsible for certain personal information about you. When it does so it is also regulated under the GDPR by the Information Commissioner and is responsible as 'controller' of that personal information.

#### **The Personal Information We Collect, Use and Share**

In the course of your transaction we collect the following personal information when you provide it to us:

- Name, address, date of birth, contact information (telephone and email where appropriate), Occupation, Salary & Terms of employment (Permanent, Part Time, Self Employed etc)
- Identity information, proof of ownership documentation, and documents showing proof of funds.
- Additional information in relation to your legal transaction to enable us to progress your case

We use your personal information primarily to enable us to provide you with Estate Agency services in accordance with your instructions. We also use your personal information for related purposes including identity verification, administration of files, updating existing records if you have instructed the firm previously, analysis to help improve the management of the firm, for statutory returns and legal and regulatory compliance. The information will be held in hard copy and/or electronic format.

You are responsible for ensuring the accuracy of all the personal data you supply to us, and we will not be held liable for any errors unless you have advised us previously of any changes in your personal data.

We will only take instructions from you or someone you authorise in writing.

Where you are acting as an agent or trustee, you agree to advise your principal or the beneficiary of the trust that their personal information will be dealt with on these terms.

If we are working on your matter in conjunction with other professionals, including financial advisors, banks, surveyors, solicitors, estate agents etc., we will assume, unless you notify us otherwise, that we may share and disclose relevant personal data and information, about your transaction, if we feel it is necessary, or if required to do so by law enforcement or other authorities such as the information Commissioner, HMRC, The Property Ombudsman etc.

If you are a tenant or Landlord we may share and disclose relevant personal data and information relating to the tenancy or application for a tenancy, if we feel it is necessary, or if required to do so by law enforcement or other authorities such as the information Commissioner, HMRC, The Property Ombudsman etc.

We use a private, secure, cloud, computing service to assist us processing your information and keeping it secure from the risks of cybercrime and fraud. All IT providers we use adhere to strict confidentiality and we will ensure that they meet GDPR obligations in relation to the service they provide us.

There may be occasions when we are under a legal duty to share your information with law enforcement or other authorities, such as the information commissioner, HMRC, The Property Ombudsman etc.

Occasionally some of our clients' files may be audited strictly confidentially by external auditors or examiners to ensure we meet our legal, quality, and financial management standards. Some information may be disclosed to our Professional Indemnity Insurers and to our auditors if so required. Unless you tell us otherwise we will assume you have no objection.

#### **Marketing**

We may use your information to:

- Provide you with updates in relation to the property market.
- Provide you with information on houses when you have asked us to help you find a property.
- To carry out targeted marketing on Social Media.

#### **How Long your Personal Data will be Kept**

We will hold your personal data including your name, address, and contact details plus your transactional file securely for a period of six years as is legally required of us as agents. After this period of time your file of papers will be destroyed confidentially without further reference to you.

## Reasons we can Collect and Use your Personal Information

We intend to rely on the following lawful bases to collect and use your personal or sensitive personal data:

- Contractual Obligations
- Legal Obligations
- Legitimate Interests

## Your Rights

Under GDPR you have a number of important rights. Further information about these rights can be found on the Information Commissioners Website [www.ico.uk/for-the-public/](http://www.ico.uk/for-the-public/)

If you would like to exercise these rights, please: Email, call or write to our Data Protection Officer. Let us have enough information to identify you, let us have proof of your identity (i.e. driving licence or passport and a copy of a recent utility bill, bank statement or credit card bill. Let us know the information to which your request relates i.e. the property address you were selling or buying, renting or letting, please be as specific as possible in order that we may identify you correctly.

## Keeping your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know. Those processing your information will do so in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected security breach where we are legally required to do so.

## How to Complain

We hope that our Data Protection Officer can resolve any query or concern you may have about our use of your information.

The GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/) or telephone 03031231113

## How to Contact Us

Please contact our Data Protection Officer if you have any questions about your privacy notice or the information we hold about you.

If you wish to contact our Data Protection Officer, please send a letter marked FAO Data Protection Officer, Lanyons Estate Agents, 43 Dunraven Street, Tonypany, CF40 1AL or call 01443755151

[www.lanyons.org](http://www.lanyons.org)

Principle: Sarah. L. Bence BA (Hons) MNAEA MARLA,