



**APPLICATION TO RENT A RESIDENTIAL PROPERTY FROM  
ELLEN KAY LETTINGS & MANAGEMENT SERVICES LTD**

TELEPHONE -01706 524 025 EMAIL: [ELLEN@ELLEN-KAY.CO.UK](mailto:ELLEN@ELLEN-KAY.CO.UK)

Address: 105 Dale Street, Milnrow, Lancashire, OL16 3NW

Administration Fee (NON-REFUNDABLE):

£150 – Single Application     £250- Joint application     £100 – Guarantor Application

PLEASE NOTE A MINIMUM OF 2 REFERENCES NEED TO BE OBTAINED FROM ALL APPLICANTS

Address of property you would like to rent:.....

Rental amount:.....

How long would you like to take tenancy of this property?

(min 6 months).....

Date you would ideally like to move in?.....

Name of applicant(s):

Lead tenant:.....

Tenant 2:.....

Date of Birth:

Lead Tenant:.....

Tenant 2:.....

National Insurance Number:

Lead Tenant:.....

Tenant 2:.....



Proof of Identification: (passport/driving license numbers):

Lead Tenant:.....

Tenant 2:.....

Lead Tenant:

Tenant 2:

Work..... Work:.....

Mobile..... Mobile:.....

Home;..... Home:.....

Email address:..... Email Address:.....

Current Address: Dates from and to:

Lead Tenant:.....

**Rent/ own/ Living with family or friends** (delete as appropriate)

Tenant 2:.....

**Rent/ own/ Living with family or friends** (delete as appropriate)

Previous address if lived at current address for less than 3 years:

Lead Tenant:.....

Tenant 2:.....

If rented please provide:

Landlord/Letting Agent Name:.....

Address:.....



Telephone No/Email Address:.....

Do you have any Mortgage or rent arrears?

Lead Tenant:.....

Tenant 2:.....

Have you ever had a bond/deposit retained from a previous rented property?:

Lead Tenant:.....

Tenant 2:.....

Do you have any adverse credit listed in your name including CCJ'S and Bankruptcy orders:

Lead Tenant:.....

Tenant 2:.....

Have you ever had any complaints against you whilst renting a property?

Lead Tenant:.....

Tenant 2:.....

Do you have any pets that you would like to stay at the property?:

.....



Do you smoke?:

Lead Tenant:.....

Tenant 2:.....

Do you have any children that will be living at the property? If so please supply their names and dates of birth:

.....

Next of Kin (name, contact number/email address & relationship to you)

Lead Tenant:.....

Tenant 2:.....

Current Occupation:

Lead Tenant:.....FULL TIME/ PART TIME -----PERMANENT/TEMPORARY

Tenant 2: ..... FULL TIME/ PART TIME -----PERMANENT/TEMPORARY

Employers Name, Address, Email Address & Telephone No:

Lead Tenant.....

Tenant 2.....

Length of time with current employer:

Lead Tenant:.....

Tenant 2:.....



Current Salary per month after tax:

Lead Tenant:.....

Tenant 2:.....

Previous employer (if less than 3 years in current employment)

Lead tenant:.....

Tenant 2:.....

Personal Reference: (Cannot be a family member):

Lead Tenant:.....

Tenant 2:.....

Are you claiming any benefits, how much are your current entitlements per month:

Lead Tenant:.....

Tenant 2:.....

Bank/Building Society Name & Address- please note length of time with bank:

Lead Tenant:.....

Tenant 2:.....

Lead Tenant:

Tenant 2:

Name on account:.....

Name on account:.....

Sort Code:.....

Sort Code:.....

Account Number:.....

Account Number:.....



A deposit equal to one months rent is required prior to the commencement of the tenancy. This is lodged with the Deposit protection scheme and is held as security for the performance of the tenants' obligations. The deposit shall be repayable to the tenant only at the end of the tenancy and once the property has been inspected by the Landlord and their agent and then without interest and after deductions there from of any other sums required to compensate the Landlord whether wholly or in part for any breach of obligation on the tenants' part.

The administration Fee is payable on application- If for whatever reason you withdraw your application or your application is not successful the administration fee is non-refundable.

The initial costs when renting a property will be as follows:

1. Administration Fee of £150 for a single application or £250 for a joint application.
2. The First months rent: £.....
3. Deposit (usually the equivalent to one months rent) £.....
4. £100 for bond to be registered with a government protected scheme and for the drawing up of the tenancy agreements.

N.B – WE CAN ACCEPT A BANKERS DRAFT/CASH & CARD PAYMENTS FOR YOUR RENT

PLEASE NOTE THAT ANY CARD PAYMENTS WILL NEED TO BE MADE 5 DAYS BEFORE YOUR RENT DUE DATE.

RENT THEREAFTER SHOULD BE SET UP BY STANDING ORDER

I/We confirm that the information supplied in this application is correct

I/We authorise Ellen Kay Lettings & Management Services to take up any references they feel necessary, including the use of a credit reference agency.

Lead Tenant Name:..... Tenant 2:.....

Signed:..... Signed:.....

Date: ..... Date:.....



A GUARANTOR IS REQUIRED AN ADDITIONAL £100 IS REQUIRED IN ADDITION TO A COMPLETED GUARANTOR APPLICATION FORM.

Please provide the following for identification purposes:

Last 3 months Bank Statements

**\*If self employed:**

Last 3 Months Payslips

**Last 3 years accounts**

Driving License

**Accountants details**

Passport

Any Benefit Correspondence

**COMPANY LET PLEASE PRODUCE THE FOLLOWING DOCUMENTS:**

**I.D FOR SIGNATURE HOLDER- PROOF OF AUTHORITY**

**PASSPORT/DRIVING LICENSE**

**COMPANY LETTERHEAD**

#### PRIVACY NOTICE- HOW WE USE PERSONAL INFORMATION

##### PRIVACY PROMISE

1. We promise to keep your information safe.
2. We promise not to sell it
3. We give you ways to manage and review your marketing choices at any time
4. We keep a record of when and how we get consents and what you were told at the time.

##### HOW THE LAW PROTECTS YOU

The law says we must have one or more of these reasons to collect your data:

1. To fulfil a contract with you
2. When it is our legal duty



3. When it is in our legitimate interest ( which we must define)

4. When you consent.

Transparency means you have the right to be informed about how we will use your data.

#### GROUPS OF PERSONAL INFORMATION

FINANCIAL –Your financial position, status and history

CONTACT – Where you live and how to contact you

SOCIO-DEMOGRAPHIC – Details about your work, nationality, education (especially students)

TRANSACTIONAL –Details of payments you make to us

CONTRACTUAL – Details about the products or services we provide to you

COMMUNICATIONS- What we learn about you from letters, emails and conversations between us.

OPEN DATA AND PUBLIC RECORDS – E.g Electoral Information, Internet, Newspapers

DOCUMENTARY DATA – E.g copies of ID.

CONSENTS – How you agree we can contact you

NATIONAL IDENTIFIERS – E.g. National Insurance Number

We collect Data from Third Parties such as social networks, fraud prevention agencies, public information services.

WE MAY SHARE THIS INFORMATION WITH:

**1.HMRC , Regulators and other authorities**

**2.Credit Reference Agencies**

**3.Fraud Prevention Agencies**

**4.Any party linked to you ( e.g. Joint Tenant)**

**5.Workmen needing to enter your house**





**6. Companies you ask us to share data with ( e.g. Rent4Sure)**

**7. If you use direct debits we will share your data with the Direct Debit scheme.**

**8. Future landlords and letting agents who contact us for a reference at the end of your tenancy**

**9. If we sell our business we will only do this if they agree to keep your information safe.**

#### CREDIT REFERENCE AGENCIES

We will share information with CRA's and they will give us information about you. The data we exchange can include:

**1. Name , address date of birth**

**2. Application form details**

**3. Financial situation and history**

**4. Public Information**

We will use this information to:

**1. Assess if you can afford the property**

**2. Make sure what you have told us is the truth**

**3. Help detect and prevent fraud**

**4. Track and recover debts**

On a joint tenancy, CRA's may link your data to other joint tenants. You can ask CRA's to break the link but you normally have to prove you no longer have a financial link with them.

**IF YOU DO NOT PROVIDE DATA WE MAY NOT BE ABLE TO OFFER YOU A TENANCY.**



#### HOW LONG WE KEEP INFORMATION:

1. We will keep it as long as you are a client

2. After you stop being a client we may keep data for up to 10 years for one or more of the following reasons :-

- To respond to questions or complaints
- To show why we have treated you fairly
- For historical research and statistical purposes.
- In the case of legal action of any kind

You can access personal information by writing to us at Ellen Kay Lettings & Management Services Ltd 105 Dale Street. Milnrow. Rochdale. OL16 3NW or e mail: [ellen@ellen-kay.co.uk](mailto:ellen@ellen-kay.co.uk)  
You can also ask us to correct any information you believe to be incorrect. We do not have to provide information where the request is disproportionate or has already been given previously .

#### WHAT IF YOU ASK US TO STOP USING YOUR PERSONAL INFORMATION?

This is also known as “The right to be forgotten”. There may be legal or other reasons why we need to keep or use your data. In such cases we can restrict the use of your data to legal claims or to exercise legal rights.

YOU CAN WITHDRAW CONSENT BY WRITING TO US AT Ellen Kay Lettings & Management Services Ltd 105 Dale Street. Milnrow. Rochdale. OL16 3NW or e mail: [ellen@ellen-kay.co.uk](mailto:ellen@ellen-kay.co.uk)

YOU CAN COMPLAIN TO US IF YOU ARE UNHAPPY WITH HOW WE HAVE USED YOUR PERSONAL INFORMATION AT Ellen Kay Lettings & Management Services Ltd 105 Dale Street. Milnrow. Rochdale. OL16 3NW or e mail to: [ellen@ellen-kay.co.uk](mailto:ellen@ellen-kay.co.uk)

YOU CAN ALSO COMPLAIN TO THE INFORMATION COMMISSIONERS OFFICE AT [WWW.ICO.ORG.UK](http://WWW.ICO.ORG.UK) FIND OUT ON THEIR WEBSITE HOW TO REPORT A CONCERN.

#### ADDITIONALLY

VITAL INTERESTS – We can pass on details in an emergency e.g. medical care if you are physically or legally incapable of giving consent.



**FEES**

We supply a copy of information free of charge. We can charge a reasonable fee when a request is manifestly unfounded, or excessive, particularly if it is repetitive. We may charge a fee where we have already supplied the information.

We must supply information without delay and in any event within one month. This can be extended by up to 2 months if during that month the request is considered complex and/or numerous, and if we do we have to explain why.

We must verify the identity of the person making the request using “reasonable means”

**DATA PROTECTION IMPACT ASSESSMENT**

This will allow an organisation to identify and fix problems at an early stage.

Further guidance see ICO Conducting privacy impact assessments code of Practice.

**Name(s):**.....

**Signature(s):**.....

**Date:**.....

**Address of Rental Property:**.....