

APPLICATION FORM

(Internal Manual Referencing Only)



PLEASE RETURN YOUR COMPLETED APPLICATION FORM AS
SOON AS POSSIBLE TO:-

BURNETT DAVIES LETTINGS
17 HIGH STREET, BARRY, CF62 7EA TEL:
01446 737 255
enquiries@burnettdavieslettings.co.uk

**FOR US TO PROCESS THIS APPLICATION YOU MUST PROVIDE
THE FOLLOWING WITH YOUR APPLICATION:-**

- 1. PROOF OF PHOTOGRAPHIC ID**
- 2. PROOF OF CURRENT ADDRESS**
- 3. PROOF OF YOUR INCOME (ESA/PiP/Universal Credit etc)**
- 4. A COPY OF YOUR MOST RECENT BANK STATEMENT**

NOTES TO APPLICANTS – PLEASE READ CAREFULLY:-

Please write clearly and legibly using a black pen.

Email addresses and fax numbers are very helpful in speeding up the reference process so please supply these.

Please ensure you sign the employers consent form which needs to be returned to Burnett Davies Lettings within this application.

Please contact your referees (employer, current landlord/managing agency) to let them know you have requested a reference and give them your permission to disclose information to us.

You **MUST** produce 2 original forms of ID one of which must be photographic and one with your current address dated in the last 6 months. Copies will be taken and retained on our files in accordance with GDPR.

You are also required to supply us with a credit check undertaken in the last 6 months and a copy of your most recent bank statement.

Please note if you are a foreign national you **MUST** provide us with original copies of any Residence Permits, Work Permits, Visas and a valid passport. Copies will be taken and retained on our files in accordance with GDPR. If your Visa or permissions to remain in the UK expire during your occupation, you **MUST** provide proof of renewal by the expiry date and no later. Failure to provide ID within the appropriate timescales may result in you being reported to the Home Office.

Other information

If you wish rent to be paid on a specific day of the month (i.e. 1st of each month) please advise us before you sign up so the contract can be amended otherwise the rent will be due on the same day each month as the date you move in.

Move in costs

The first months rent and bond can be paid either in cash in your sign up appointment or by bank transfer prior to the sign up. Bank transfer must be made a minimum 2 working days prior to your sign up date to ensure cleared funds. Please check with your negotiator if you are unsure

First months rent

Bond (usually one months rent) but some landlords charge more. Please check this with your negotiator.

BURNETT DAVIES LETTINGS APPLICATION FORM – PLEASE ENSURE ALL BOXES ARE COMPLETED FULLY

Address: 17 High Street, Barry, Vale of Glamorgan, CF62 7EA Tel No: 01446 737255

Email: enquiries@burnettdavieslettings.co.uk Website: www.burnettdavieslettings.co.uk**YOUR DETAILS**

Miss/Mrs/Ms/Mr: _____ First Name: _____ Surname: _____

Maiden Name: _____ Marital Status: _____ D.O.B: _____

Home No: _____ Mobile No: _____ Work No: _____

Email: _____ Nationality: _____

National Insurance No: _____ Occupation: _____

Reason for moving: _____

Have you given notice on your current property? YES or NO _____ If yes, what is the agreed move out date?: _____

CURRENT ADDRESS: (3 years address history required, continue over if necessary)

_____ Postcode: _____

Time at present address: _____ yrs _____ mths Status: Property Owner/Rented/other (specify) _____

If less than 3 years, please give details of previous address:-**Address:** _____ **Postcode:** _____

Length of time at previous address: _____ yrs _____ mths Status: Property Owner/Rented/other (specify) _____

CURRENT LANDLORD/AGENT

Name: _____

Full Address: _____

_____ Postcode: _____

Landline No: _____

Mobile: _____ Rent per month: £ _____

Email: _____

Current Address: _____

PREVIOUS LANDLORD / AGENT if less than 3 yrs ago

Name: _____

Full Address: _____

_____ Postcode: _____

Landline: _____

Mobile: _____ Rent per month: £ _____

Email: _____

Previous Address: _____

NEXT OF KIN: (must be a family member who **cannot be living at the property with you. Joint applicants must have separate)**

Full Name: Mr / Mrs/ Miss/ Ms: _____

Full Address: _____ Postcode: _____

Home No: _____ Mobile No: _____ Work No: _____

Email: _____ Relationship to you: _____

Are you still in regular contact with this person?: _____ If No, why?: _____

EMPLOYER INFORMATION

Employer: _____ Your Position: _____

Employer Address: _____ Postcode: _____

Contact name for reference: _____ Tel No: _____

Email: _____ Employment Start Date: _____

Your salary (if hourly, confirm hours): _____ Date Salary Paid: _____

Are you Permanent/Temporary/Zero Hours?: _____

Do you have other income you wish us to consider?: YES or NO (if yes, please give details on separate sheet)

CHARACTER REFERENCE – (someone you have known for 3yrs or more, cannot be a relative or your partner/spouse)

Name: Mr/Ms/Miss/Mrs: _____

Full Address: _____ Postcode: _____

Home No: _____ Mobile No: _____ Work No: _____

Email: _____ Relationship to you: _____

Occupation: _____ How long have you known this person: _____

Are you still in regular contact with this person?: _____ If No, why?: _____

OTHER DETAILS:

Who will be living at the property: _____

Number of children: _____ Ages _____ M/F _____ M/F _____ M/F _____ M/F

Do you have any Pets? Yes or No (if yes, please specify) _____

Are you a smoker? YES or NO _____

Do you have any County Court Judgements? YES or NO (if yes, please give details on separate sheet)

Have you ever been evicted from a property? YES or NO (if yes, please give details on separate sheet)

Have you ever had any rent arrears? YES or NO (if yes, please give details on separate sheet)

Address of Property applying for: _____Agreed rent £: _____ Agreed Bond £: _____ Rental Period in Months: _____ Move in date: _____
(not guaranteed)

I the undersigned, declare that the information given to be both accurate and complete. I authorize Burnett Davies Lettings acting as agents for the landlord to make such enquiries as are necessary to determine my suitability as a prospective contract holder. I also undertake immediately to notify Burnett Davies Lettings of any alterations of circumstances that may occur during the processing of this application.

Signed: _____ **Date:** _____**IDENTIFICATION DETAILS:**

You MUST show your original documents including passport / Visa / Residency Permit in support of this application. Copies will be made and retained on file in accordance with GDPR. Failure to provide these documents may result in your application being delayed and or failed. If your Visa or permissions to remain in the UK expire during your occupation, you MUST provide proof of renewal by the expiry date and no later. Failure to provide ID within the appropriate timescales may result in you being reported to the Home Office.



EMPLOYER CONSENT FORM

I hereby consent to my employer or accountant to provide Burnett Davies Lettings with the information they require to process my application:-

Applicants signature: _____

Print name: _____

Date: _____

OFFICE USE

Letting Agent Ref: _____



LANDLORD CONSENT FORM

I hereby consent to my landlord to provide Burnett Davies Lettings with the information they require to process my application:-

Applicants signature: _____

Print name: _____

Date: _____

OFFICE USE

Letting Agent Ref: _____

**Please return your completed Application Form to:-
Burnett Davies Lettings, 17 High Street, Barry CF62 7EA
Or email to: enquiries@burnettdavieslettings.co.uk**

FOR US TO PROCESS THIS APPLICATION YOU MUST PROVIDE:-

- 1. PROOF OF PHOTOGRAPHIC ID (see below)**
- 2. PROOF OF CURRENT ADDRESS (see below)**
- 3. A COPY OF YOUR MOST RECENT BANK STATEMENT**

What can you provide for Proof of Identification?

- 1. Passport**
- 2. UK Photocard Driving Licence**
- 3. Home Office issued Residence permit for EEA nations with home country passport**
- 4. National Identity card bearing a photograph of the applicant**

No photo ID? We can accept your original birth certificate but you must provide us with a passport photograph that has been certified and dated by a professional person or someone well-respected in your community ('of good standing'). The person you ask should not be related to you, living at the same address or in a relationship with you. You could ask the following if they offer this service:

- ✓ bank or building society official
- ✓ Councilor
- ✓ minister of religion
- ✓ dentist, doctor
- ✓ chartered accountant, chartered surveyor
- ✓ solicitor, teacher or lecturer

What can you provide as Proof of your Current Address?

Documents MUST be dated within the last 6 MONTHS

- 1. Utility Bill (gas , electric, satellite TV, landline phone bill)**
- 2. Council Tax Demand from the local authority**
- 3. Bank or Building Society Statement**
- 4. P45 or P60**
- 5. Benefits entitlement letter from DWP/ HMRC letter**

PLEASE SEE OUR WEB PAGE FOR OUR PRIVACY STATEMENT

[privacy statement](#)

Privacy

What information do we collect?

We collect information from you when you register on our site, place an order, subscribe to our newsletter, respond to a survey or fill out a form.

When ordering or registering on our site, as appropriate, you may be asked to enter your: name, e-mail address, mailing address, phone number or bank details. You may, however, visit our site anonymously.

What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

- To personalise your experience
(your information helps us to better respond to your individual needs)
- To improve our website
(we continually strive to improve our website offerings based on the information and feedback we receive from you)
- To improve customer service
(your information helps us to more effectively respond to your customer service requests and support needs)
- To process transactions

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.

- To send periodic emails

The email address you provide for order processing, will only be used to send you information and updates pertaining to your order.

If you decide to opt-in to our mailing list, you will receive emails that may include company news, updates, related product or service information, etc.

Note: If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information when you place an order or access your personal information.

We offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Payment gateway providers database only to be accessible by those authorised with special access rights to such systems, and are required to keep the information confidential.

[pr iv acy st at em en t co nt](#)

We comply fully with the GDPR 2018 legislation & retention of personal data as appropriate to the product or service purchased, where the legislation dictates differing timescales.

All data retention is stored securely with limited access. When data is deleted it is done so irretrievably.

Do we use cookies?

Yes (Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognise your browser and capture and remember certain information).

We use cookies to help us remember and process the information you provide upon registering, understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future, and to gather stats on visitor numbers via Google Analytics.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly. However, you can still enquire over the telephone or by contacting customer care.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information without your consent. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

Third Party Links

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

Terms and Conditions

Please also visit our Terms and Conditions and Consent Declarations section establishing the use, disclaimers, and limitations of liability governing the use of our website by clicking [here](#).

Your Consent

By using our site, you consent at any time to our online privacy policy. If you opted in to receiving marketing information, you have the opportunity to opt out of marketing information by emailing "UNSUBSCRIBE" to marketing@fccparagon.com

Changes to our Privacy Policy

If we decide to change our privacy policy, we will update the Privacy Policy modification date shown here:
18/05/2018

Your Rights

- Under the GDPR 2018 you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, subject to the limitations of any other legislation which may dictate that not all requests can be complied with.
- If you have provided consent for the processing of your data you have the right in certain circumstances to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
- You have the right to lodge a complaint to the ICO if you believe we have not complied with the requirements of the GDPR 2018 with regard to your personal data. You should however raise your complaint in the first instance with the Data Controller.

Paragon Scheme Management Services (T/A FCC Paragon) and Paragon Advance are the controllers and processors of data for the purposes of the GDPR 2018.

Data Controller is FCC Paragon, 4, 5 & 6 Quay Point, Northarbour Road, Portsmouth, Hampshire, PO6 3TD.

CONTRACT HOLDER FEES SCHEDULE



www.burnettdavieslettings.co.uk

NEW OCCUPATION CONTRACTS SIGNED ON OR AFTER 1 DEC 2022

Early Termination (Contract Holder's request)

If the contract holder requests to leave their contract early, they shall be liable for the Landlords costs in re-letting the property as well as the rent due under the contract until the start date of the replacement contract or the end of the term whichever is the sooner. The contract holder will also be liable for the landlords cost of re-letting of £240.00 (inc VAT) payable to the Agent.

Rent Arrears / Returned Payments

£30.00 (inc VAT) per letter, telephone call or email requesting payment plus interest at 3% above the Bank of England Base Rate from the due date until paid on any outstanding sums in order to cover the agent's costs associated with chasing unpaid rent.

Missed appointments

Where the actions of the contract holder results in a missed appointment, the contract-holder is liable for the agent's time in remedying the situation which is charged at £30.00 (inc VAT) per missed appointment (including routine property Inspections) plus any actual costs incurred (such as contractor charges).

Avoidable or purposeful damage to the property

Contract holders are liable to the actual cost of remedying any damage incurred (as detailed in a contractor's invoice) plus the agent's costs in obtaining any necessary permissions, sourcing providers and travel costs which will be charged at £30.00 (inc VAT).

Lost key(s) or other Security Device(s)

Contract holders are liable to the actual cost of replacing any lost key(s) or other security device(s) plus the agent's costs in obtaining any necessary permissions, sourcing providers and travel costs which will be charged at £30.00 (inc VAT). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the contract holder(s), landlord and any other person requiring keys will be charged to the contract holder(s).

Emergency/out of hours call-out fees

Where the actions of the contract holder(s) results in the agent (or their nominated contractor) attending the property outside of normal office hours, the agent's time to remedy the situation is charged at £30.00 (inc VAT) plus any actual costs incurred (such as contractor invoices).

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

propertymark

INDEPENDENT REDRESS:

www.tpos.co.uk

