

Tenancy Application Form - Help sheet

To ensure we can provide a quality service please check the application form is fully completed, signed and legible. Poorly completed application forms will result in delays.

Help us to help you

We appreciate you wish to move into your new home with the minimum of fuss. We will do all we can to efficiently process your tenant reference. However, in some instances employers and landlords (despite our best efforts and daily contact) will delay the process. You can help by contacting them ahead of time and asking them to deal with our enquiry quickly. In some instances they may also require written confirmation - a standard letter is available from your letting agent to help you provide this to your referee.

Track your application

You can track your application online at any time by visiting homelet-tenants.co.uk and selecting 'Track your reference'. You'll be asked to enter login details, these details will be sent to you by email once your application has been received by HomeLet.

Information you should provide in your application

Residency details

To complete our checks we will check your credit file with our credit information provider, to do this we need you to provide full details of your residential addresses for the past three years, even if addresses are overseas.

Your situation

I'm currently living in a rented property

I have current, historic or pending adverse credit

What you should provide...

- The details of the landlord, letting agent or organisation that you pay your rent to should be supplied. If you're aware that your landlord is difficult to contact, please *ALSO* provide copies of bank statements showing the last six months rental payments and a copy of your tenancy agreement.
- You should ensure that as much information is provided as possible on a separate sheet and submit this with your application. Failure to answer this question accurately may jeopardise your application/tenancy.

Income details

We need your current employment information and if you're changing employment, we will need the details of your future employment.

Your situation

I am/will be employed by an educational establishment that is closed for holidays.

I'm self employed and have an accountant/auditor.

I'm self employed and don't use an accountant/auditor.

I'm working on a contract/as a temporary member of staff.

I'm retired and my income is derived from pensions.

I'm retired and my income is derived from investments (and pension income).

What you should provide...

- If the educational establishment is controlled by a local authority, the full local authority details along with the name of the school/educational establishment should be supplied in the financial information section provided on the application form along with your position, start date, employee number etc.
- If your employer is not a local authority please provide a copy work contract along with your most recent copy pay slips.
- Your accountants/auditors details should be supplied where indicated. Please also ensure you've given your consent to your accountants/auditors to provide a reference to HomeLet.
- The income figure needs to be stated on the application form in the section financial information section should be the figure shown as the profit on your last finalised accounts in relation to your self employment. If you have recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section.
- A copy of your last tax calculation issued by the H M Revenue & Customs in relation to self assessment should be submitted with your application. Please note a "Statement Of Account" is NOT acceptable. If you submit your details on-line to H M Revenue & Customs, your tax calculations can be obtained through your on-line facility with them.
- The income figure to be stated on the application form in the section financial information section should be the figure shown as the profit on your last finalised accounts in relation to your self employment. If you've recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section.
- The details of the company you've secured work through should be provided with the contractual end date of your work placement.
- Please submit copy of pension statements that confirm your pension income with your application. You should ensure that contact details for your pension providers are included.
- Please provide details of your financial advisor/accountant who can confirm your situation. If you're also in receipt of pension income, please refer to the paragraph above.

Data Protection

HomeLet is registered with the Information Commissioner's Office. Your letting agent will only be able to advise the overall assessment we've provided. No additional information will be provided. Your data will be fully protected and no details can be used without your permission.