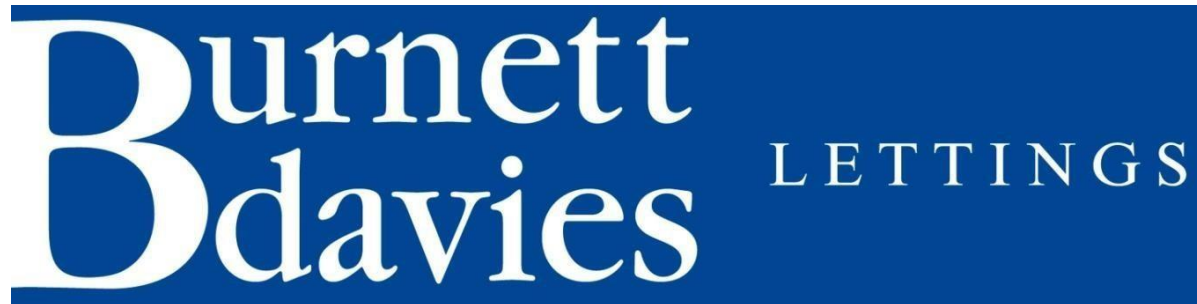


HOUSING BENEFIT TENANT

APPLICATION FORM



PLEASE RETURN COMPLETED APPLICATION
FORM AS SOON AS POSSIBLE ALONG WITH TWO
FORMS OF I.D. (ONE MUST BE PHOTOGRAPHIC)

TO

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

BURNETT DAVIES LETTINGS, 17 High Street, Barry, Vale of Glamorgan, CF62 7EA

Tel No: 01446 737255 Fax: 01446 720875 Email: enquiries@burnettdavieslettings.co.uk Website: www.burnettdavieslettings.co.uk

YOUR DETAILS:

Miss/Mrs/Ms/Mr Surname: _____ First Name: _____
Maiden Name: _____ Home Tel No: _____ Mobile no: _____
email: _____ Nationality _____

PRESENT ADDRESS:

_____ Postcode _____
Length of time at present address: ____ yrs ____ mths Status: owner/rented/other (specify).....
Reason for moving _____

If less than 3 yrs please give details of previous address

Address: _____ Postcode _____
Length of time at previous address ____ yrs ____ mths Status: owner / Rented / other (specify).....

OTHER DETAILS:

Who will be living at the property _____
Number of children: _____ Ages _____ M/F _____ M/F _____ M/F _____ M/F
Smoker? Yes or No (please circle) Pets? (please specify _____)

DO YOU HAVE ANY COUNTY COURT JUDGMENTS? YES or NO if yes please give details on separate sheet

WILL YOU BE CLAIMING HOUSING BENEFIT YES or NO

NEXT OF KIN: (Cannot be a member of the family that will be residing with you)

Full Name: (Mr / Mrs/ Miss/ Ms) _____
Full Address: _____ Postcode _____
Tel No: (_____) _____ Mobile _____
*Email: _____
Relationship to you: _____

BANK DETAILS

Name of Bank: _____ Sort Code: _____ Acc No: _____

Full Address of Branch _____ Postcode _____

Account name _____

EMPLOYER / ACCOUNTANT

Name of Employer _____ Your Position: _____

Full Address: _____ Postcode _____

Contact name for reference: Mr/Ms/Miss/Mrs _____

Tel No: (_____) _____ Fax No: (_____) _____

*Email _____ Time with present employeryrsmths

Your salary _____ Date Salary Paid/...../.....

CHARACTER REFERENCE – someone you have known for 3yrs or more. Cannot be a relative of yours or your partner

Name: Mr/Ms/Miss/Mrs _____

Full Address: _____ Postcode _____

Tel No: (_____) _____ *email _____

Occupation: _____ Relationship to you _____

Time Known:yrsmths

CURRENT LANDLORD

Name: _____

Full Address: _____

_____ Postcode _____

Tel No: _____ Rent per month £ _____

Current Address _____

PREVIOUS LANDLORD – if less than 3 yrs ago

Name _____

Full Address _____

_____ Postcode _____

Tel No _____ Rent per month £ _____

Previous Address _____

Address of property applying for: _____

Agreed rent: £ _____ Agreed Bond: £ _____

Preferred move in date: _____

IMPORTANT INFORMATION

I the undersigned, declare that the information supplied is true to the best of my knowledge and belief.

I understand that this information will be verified by fair and lawful means, and that it will be used in the administration of the tenancy agreement, should my application be successful to determine my suitability as a prospective tenant. I confirm that I have given my consent to Burnett Davies Lettings (acting as agents for the landlord) and their agents, FCC Paragon, to perform a credit search, which I understand will be conducted by Paragon Scheme Management Services Ltd T/A FCC Paragon (who will use an external credit Referencing Agency). I understand Burnett Davies Lettings and their agents, FCC Paragon, will keep records of the search, and any other relevant internal or external databases, or any other information in support of this application supplied for the purpose of my application. I understand it may be necessary to perform a subsequent credit search or necessary bank validation checks.

Burnett Davies Lettings and their agents, FCC Paragon, may use the information if there is a complaint or legal challenge relevant to this process. Future applications being referenced by Paragon will access this information. I confirm Burnett Davies Lettings or their agent, FCC Paragon, may pass some or all of the information collected for this application to the Landlord and /or to relevant 3rd parties to prevent or detect crime or fraud or in other ways as permitted by law.

All information will be treated as confidential. It is an offence to falsify any information provided on your application form.

I also undertake immediately to notify Burnett Davies Lettings of any alterations of circumstances that may occur during the processing of this application. In order to process this application

I agree to pay Burnett Davies Lettings a non refundable fee of 1 weeks rent plus VAT subject to a minimum fee of £150.00 plus VAT (£180.00 inc VAT) for 1 applicant and an additional fee of £50.00 plus VAT (£60.00 inc VAT) per additional applicant or guarantor.

I understand that if any information within this application is found to be untrue following the tenancy agreement being granted, this may be grounds to terminate said tenancy.

Signed: _____ **Date:** _____

EMPLOYER / ACCOUNTANT 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 _____

Letting Agent Ref: _____

LANDLORD CONSENT FORM

I hereby consent to my Landlord or Management Agent to provide Burnett Davies Lettings with the information they require to process my application

Applicants signature _____

Print Name _____

Date _____

Letting Agent Ref: _____

BANK REFERENCE REQUEST - PLEASE COMPLETE AND SIGN

ENQUIRY TO:

Manager (bank): _____

Full Address of Branch: _____ postcode _____

ENQUIRY FROM:

Burnett Davies Lettings
17 High St
Barry
Vale of Glamorgan
CF62 7EA

TEL NO: (01446) 737255

Fax (01446) 720875

Email: enquiries@burnettdavieslettings.co.uk

CUSTOMER DETAILS – We request your opinion as to the means and standing of:

Name: Mr/ Ms/Miss/Mrs _____

Address: _____ postcode _____

SORT CODE: _____

ACCOUNT NO: _____

**And his/her trustworthiness in the way of business to the extent of £ _____
per calendar month**

CONSENT

**I / WE GIVE OUR CONSENT TO PROVIDE A REFERENCE TO BURNETT DAVIES LETTINGS,
17 HIGH STREET, BARRY, CF62 7EA AND DEBITING ANY BANK CHARGES FROM MY
ACCOUNT ACCORDINGLY**

SIGNED _____

SIGNED _____

DATE _____

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.

[PRIVACY STATEMENT CONTINUED](#)

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

[PRIVACY STATEMENT CONTINUED](#)

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.