

Tenancy application form help sheet

To be handed to applicants when applying for a new rented property

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 amount 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 before you apply and asking them to deal with our enquiry quickly. If they require written confirmation - a standard letter is available from your letting agent for you to give 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	What you should provide...
I'm currently living in a rented property	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
I have current, historic or pending adverse credit	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. However, if you're changing employment, we will need the details of your future employment.

Your situation	What you should provide...
I am/will be employed by an educational establishment that is closed for holidays	<ul style="list-style-type: none"> 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. This is along with your position, start date, employee number etc If your employer is not a local authority please provide a copy of the work contract along with copies of your most recent pay slips
I'm self employed and have an accountant/auditor	<ul style="list-style-type: none"> Your accountant's/auditor's details should be supplied where indicated. Please also ensure you've given your consent to your accountant's/auditor's to provide a reference to HomeLet The income figure needs to be stated on the application form in the financial information section. This 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 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 online to H M Revenue & Customs, your tax calculations can be obtained through your online facility with them
I'm self employed and don't use an accountant/auditor	The income figure to be stated on the application form in the 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
I'm working on a contract/as a temporary member of staff	The details of the company you've secured work through should be provided with the contractual end date of your work placement
I'm retired and my income is derived from pensions	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 also included
I'm retired and my income is derived from investments (and pension income)	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.