

CDF

Estates LTD

THIS DOCUMENT AND SUBSEQUENT PAPERWORK MUST BE RETURNED WITHIN 7 DAYS FROM THE PAYMENT OF THE HOLDING DEPOSIT OR THE APPLICATION WILL BE CANCELLED AND THE £200 WITHHELD

Property

Property Applied For

.....

Post Code Your Preferred Move-In Date

Agreed Monthly Rent £ Holding Deposit Paid £

Applicant

Title..... Marital status..... Surname(s)

Forename(s)

Please tick to confirm that the name listed above is your full legal name?

If you have ever changed your name by marriage/deed poll, please give your full previous name and the date it was changed.....

.....

Date of Birth National Insurance Number.....

Email Address.....

Contact Number #1 Home Mobile Work

Contact Number #2 Home Mobile Work

Current Address

Post Code..... Date You Moved-In.....

Owner Council Tenant Private Tenant living with Friends/Family

Number of Dependents..... Please put dependents names and dates of births on a separate page

Name of Current Landlord/Letting Agency.....

Address.....

Post Code Contact Number

Email Address

Previous Address (If you have been at your current address for less than 3 years)

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.....

Post Code Date You Moved-In

Owner Council Tenant Private Tenant living with Friends/Family

Employment Information

Employed Self Employed Unemployed Retired

Employer

Job Title Approx Pay (PCM) £

Start Date Temporary Contract Permanent Contract

Immediate Supervisor (For contact).....

Address

Post Code..... Contact Number

Email Address

Next of Kin

(These details will be held confidentially and only be used in case of an emergency)

Title..... Surname

Forename(s)

Relationship to you

Home Address.....Post Code.....

Contact Number Home Mobile Work

Bank Details

Name of Bank

Name of Account Holder (s)

Sort Code Account Number.....

Credit History

Are you currently or have you been subject to any of the following:

Bankruptcy County Court Judgements Other Adverse Credit History

Please Specify

NB: If you are subject to any adverse credit or in receipt of benefits, you will require a homeowner to stand as a guarantor for your rent. If this is the case please request a form our office for your guarantor.

Privacy Policy

As a Letting Agent, we have a lawful, basis for holding personal information. Your information will always be treated with respect and never passed to any third party for marketing purposes. CDF Estates Ltd will be the Data Controller. Your personal details including telephone numbers, email addresses etc. are all protected by law under the Data Protection Bill 2017-2019 and we will take all reasonable precautions to comply with these privacy rules.

1. The details you provide will be accessible by members of the office staff for CDF Estates Ltd based at 252 Haydn Road, Sherwood, Nottingham NG5 2LG. Telephone: 0115 9621600 or email cdfestates@btconnect.com all staff members are required to adhere to Office Data Protection Rules and have signed to this effect. A notice of these rules are displayed in the office.

Initial.....

2. You will be required under a contractual basis to submit personal and financial details prior to us taking up references and credit checks. You agree to us passing on these details to Experian PLC, your Employers and your previous/current landlords. As agents, we act for our client landlords and therefore this information may also be passed onto the landlord of your property if required. At the beginning of the tenancy we shall pass your name, new address and contract date to the Local Authority, Severn Trent Water and your utility supplier.

Initial.....

3. During the management of your tenancy, we may be required to pass on your contact details to our subcontractors. For example, to arrange access to carry out maintenance on your property. All our contractors have signed to agree that once any work is completed, and they no longer need to speak to you directly that they will destroy your details.

Initial.....

4. Our Software and IT Support may also have access to your data in the course of general computer maintenance. A copy of their Privacy Policies can be supplied upon request.

Initial.....

5. You have the right to withdraw your consent, however as your information is held on a contractual basis, your consent is not the only foundation for this company holding your data. If you believe your information is being abused, you have the right to lodge a complaint with the Information Commissioners Office (ICO). Our reference with the ICO is Z1607551.

Initial.....

6. If your application is not successful, all your details will be destroyed once the application is refused or withdrawn.

Initial.....

7. At the end of your tenancy, the current details we hold for you will be stored securely under lock and key for a period of approximately 6 years in accordance with legal requirements. At the end of this period it will be destroyed.

Initial.....

8. Exception – Contact details will be given for any lawful enquiries where suitable ‘right to know’ is verified.

Initial.....

Signed by Applicant.....

THE HOLDING DEPOSIT IS NON REFUNDABLE IF YOU DECIDE FOR WHATEVER REASON TO WITHDRAW YOUR APPLICATION. IF THE APPLICATION IS REFUSED ON THE BASIS OF A BAD CREDIT SCORE AND NO ALTERNATIVE ARRANGEMENT CAN BE FOUND I.E. GUARANTORS, THEN THERE WILL BE A CHARGE TOWARDS THE COST OF THE CREDIT CHECKS WHICH THE AGENT HAS INCURRED.

In taking up a tenancy, you must have adequate insurance cover that will pay for any accidental damage to the Landlord's furniture, fixtures and fittings in the property. This is known as *Tenants Liability Insurance*.

Consent Declaration

I confirm that the information contained in this application is true to the best of my knowledge and belief and may be verified. I agree that CDF Estates Ltd may search the files of one or more Credit Referencing Agencies and that the results of these findings may be forwarded to the appointed letting Agent or landlord. I also understand that in the event of failing to make a rental payment a default may be recorded against my credit file. I understand that should any of the information contained in this application be found to be untrue the application will be declined and I may lose all or part of the Holding Deposit. I give my employer, accountant and current landlord/letting agent permission to disclose any information requested by CDF Estates limited.

Applicant's Signature Date

Print Name

Accompanying Documentation

Official Identification (Displaying Photograph)

Your Most Recent Bank Statement (1 month)

Your 3 Most Recent Payslips (or Proof of Benefits)

Proof of Address*

(*Only include if not contained on one of the above documents)