

ALBERY TYSON

[CONTACT NAME]

Tracey Ainsworth

[TENANT RENT GUARANTEE APPLIED FOR? YES/NO]

ALL PARTS OF THIS APPLICATION SHOULD BE FULLY COMPLETED AS FAILURE TO DO SO WILL AFFECT YOUR APPLICATION
RETURN TO: 2 Roman Way, Market Harborough, LE16 7PQ

N/B. Completion of this form does not guarantee a tenancy, but will remain subject to the landlords agreement and subject to contract .

PROPERTY RESERVATION FORM
Private and Confidential

Property Details

Address:.....

Rent p.c.m: £..... Preferred occupation date.....

Deposit Details

Date deposit was paid..... Who is paying the deposit Me/Other.....

If other, please provide their full details: Name.....Date of Birth.....

Full Address.....

About the tenant

Full Name:.....(Mr/Mrs/Miss)

Date of Birth:..... National Insurance No.:.....

Photograph id (from Passport) must be supplied.....

Address:.....Town:.....

County:..... Postcode:.....

Telephone No:.....Mobile No:.....

Time at this address.....years.....months Email:.....

Can we use your email address for serving notices and other documents YES/NO

Are you the owner of the property? YES/NO Do you pay a mortgage on this property? YES/NO

Please state the monthly payment for your mortgage £.....

(If no, state whether council tenant, private tenant or living with parents etc.).....

Previous address (if less than seven years at the above)

Address:.....

Town:.....County:.....

Postcode:.....Time at this address:..... years.....months

State whether council tenant, private tenant or living with parents etc.

Do you have any County Court Judgements/poor credit history? YES/NO

(If yes, please give details on a separate sheet)

Are you in receipt of or do you intend to claim Housing Benefit? YES/NO

Do you smoke? YES/NO Do you have any pets? YES/NO (if yes please state)

Do you own a vehicle? YES/NO (if yes please state reg. no and model)

Do you have any children? YES/NO (if yes please state ages)

Please state number of persons over 18 who will occupy the property

Current/previous managing agent/landlord

Name:.....

Address:.....

Town:..... County:.....

Postcode:.....Daytime Telephone No:(**Must Be Supplied**).....

Your present employer (If self-employed give Accountant's name & tel. No. And state Accountant please)

Company:.....

Address:.....

Town:..... County:.....

Telephone No:.....Contacts Email:.....

Position:..... Salary:.....

Employment Commencement Date:.....Payroll No:.....

Contacts Name:..... Contacts Position:.....

Are you aware of any reason why your employment may change in the near future?

YES/NO - If yes please give details on a separate sheet.

Contact details for end of tenancy, can be a parents address

Street:.....

Town:.....

County.....

Postcode.....

Contacts Email:..... Contacts Phone number.....

Bank/building society details for MONTHLY STANDING ORDER

Bank Name:.....

Address:.....

Town:.....Post code.....County

Telephone No:.....A/c No:.....Sort Code:.....

A/c Type:.....Accountholder's Name:.....

PLEASE READ TERMS AND CONDITIONS AND SIGN OVERLEAF

Conditions of the reservation.

1. To reserve the property I will pay a holding fee equal to one month's rent. I understand that my holding fee will be used as deposit and protected by the Tenancy Deposit Scheme (TDS) once the tenancy begins. Any interest earned on the deposit will be retained by Albery Tyson.
2. I understand the property will not be offered for rent to anyone else for one month.
3. I understand that if I cancel this reservation I will lose my holding fee.
4. I understand that checks will be made with parties on this form and I also understand that if the checks are not satisfactory the reservation may be cancelled and I will be charged an administration charge of £288.00 including VAT.
5. I understand that if I have made a false statement on this form the reservation may be cancelled and I may lose my holding fee.
6. I understand that checks will be made with County Court registers using Credit Safe and if any unsatisfied county court judgements are registered against me, the reservation may be cancelled and I may lose my holding fee.
7. On the day I start the tenancy agreement I will pay (by Debit Card or by bankers draft)
 - a) Rent from that day to the end of month;
 - b) An administration fee of £ 288.00 including VAT.
8. I have not been induced into entering into this reservation by any representation about the property.
9. I understand that this reservation is dependent on the signing of the tenancy agreement.
10. The information I have given on this form is correct and complete. I understand that if I have given any false or misleading information, the reservation will be cancelled and I may lose my holding fee.
11. I agree that the parties on this form can be contacted and that these parties can provide the information they are asked for. I agree that information collected may be shared with the landlord and/or his agent.

12. I understand that Albery Tyson will inform the relevant utility providers and council tax department that I have moved in and provide them with final readings and my forwarding address when I vacate the property.
13. I understand that I will be charged £60.00 (including VAT) per hour for the final check out and a minimum of one hour will be charged. If the property is left in a condition different from the inventory supplied to my/ourselves, then a further service charge of £60.00 (including VAT) per hour, plus any charges for cleaning, gardening or repairs will be deducted from my/our holding deposit held by Albery Tyson. Albery Tyson is committed to keeping your personal details secure, and we will not give your details out to third party companies except as required to carry out our normal duties and liaise with subcontractors.
14. Your personal details including telephone numbers, email address etc are all protected by law under the Data Protection Act 1998 and we will take reasonable precautions to comply with these privacy rules.
15. You will be required to submit personal and financial details prior to us taking up references. In applying for your tenancy (and signing this document), you agree to us passing on these details to a credit reference agency or to your nominated referees for referencing purposes. As agents, we act for our client landlords, and so this information may also be passed on to the landlord of your property as required.
16. During the management of your tenancy, we may be required to pass on your contact details to our subcontractors, utility companies and other related parties – for example to arrange access to carry out maintenance on your heating system or to ensure that you are correctly billed for services used.
17. Where there are rent arrears or other charges remaining at the end of the tenancy, we reserve the right to pass on your details to a tracing agent or debt collection company to help recover the money owed to us. Leaving unpaid rent and other bills at the end of your tenancy may affect your credit rating, and your ability to obtain a new tenancy, or other credit facilities.
18. Albery Tyson is a responsible data controller and will process any personal data in accordance with the required data protection rules. We will not pass on your personal details to any external organisation for marketing purposes without your written permission.

IMPORTANT - The application will not be processed unless the declaration below is signed

1. I agree that all parties on this form can be contacted and that these parties can provide all information they are asked for and also that this information may then be shared with a prospective landlord and / or their agent.
2. I authorise that a credit reference agency may confirm that the bank/building society details given above are correct and that this account has Direct Debit / Standing Order facilities available if required.
3. I understand that checks will be made with County Court registers using a credit reference agency and if any unsatisfied County Court Judgements or any adverse credit is registered against me the reservation may be cancelled and I may lose my deposit.
4. All information is used only to make an assessment for credit/insurance, property rental decisions.
5. To the best of my knowledge and belief the information I have given on this form is correct and complete. I understand that if any unsatisfactory references are obtained or that if I give any false or misleading information that this may affect my assessment. Which could affect the reservation and I may then lose my holding fee.
6. I agree that Albery Tyson may search the files of a credit reference agency, which will keep a record of that search. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and my household and for occasional debt tracing and fraud prevention.

Signed:

Dated:

Tenant Privacy Notice

Albery Tyson is committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, Albery Tyson, is the Data Controller, Marcus Ainsworth is the person responsible for data protection and can be contacted at 2 Roman Way, Market Harborough, Leicestershire, LE16 7PQ or marcus@alberityson.co.uk

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

Information held

The personal data we process may include the information in column A of the attached appendix and may also include other sensitive data concerning health, if relevant to your application. Where the provision of data is a statutory, a contractual requirement or a requirement necessary to enter into a contract, a refusal to provide the data may mean that we are unable to provide you with our service.

To ensure that we provide you with the best service possible we will need to collect and retain certain personal data. The data may be collected and processed by those listed in columns B and F. How we source the data is identified in column C. We may source data from third parties or via third parties e.g. Credit referencing company.

Lawful basis of processing

Your personal data will be used for the activities in column D. There are six lawful bases for processing your data including consent, a legitimate interest, contract fulfilment, a legal obligation and a vital interest. For each usage of the data the lawful basis of the processing of your data will be identified in column E. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you.

Where we state that we have a legitimate interest, the fact that we have a legitimate interest and what that legitimate interest is, will be stated in column E, e.g. to keep in touch with you during the pre-tenancy process; to seek your consent when we need it to contact you; fulfilling our legal and contractual duties.

Online identifiers, IP addresses and cookie identifiers

When you visit our website we may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns.

We may obtain information by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site. You can find more information about cookies at www.allaboutcookies.org

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the privacy policy of that website provider. We have no control over that privacy policy or the terms of the website and you should check their privacy policy before continuing to access the site.

Recipients of personal data

It will be necessary for us to process or share all or some of your personal data with a range of individuals, businesses and organisations and these may include those listed in column F.

Where is the data stored?

Your personal data is stored in the way described in column G and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

Retention period and criteria used to determine the retention period

We will retain some elements of your personal data for up to the time defined in column H after the application process. The information that can be anonymized will be that which is no longer required for either contractual fulfilment or a legitimate interest. If the lawful basis for processing your data was consent then you may withdraw such consent at any time.

Your rights

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information.

You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible.

You have a right to require erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim).

You have some rights to ask us to restrict processing i.e. to block or suppress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

Your right to object

You do have a right to object to further processing of your personal data. We may be required to stop processing unless there is some other legitimate basis of processing such as a legitimate interest or a requirement for the exercise or defence of a legal claim.

Withdrawal of consent

Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to, Marcus Ainsworth, Alberly Tyson at 2 Roman Way, Market Harborough, Leicestershire, LE16 7PQ or emailing marcus@alberlytyson.co.uk.

How to lodge a complaint with the supervisory authority

The supervisory authority responsible for data protection is the Information Commissioners Office (ICO) to whom concerns may be reported by phone on **0303 123 1113** or +44 1625 545 745 if calling from outside the UK, by email using the form on the website ico.org.uk or the livechat function.

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
DATA CONTROLLER	Marcus Ainsworth						
DATA AUDIT APRIL 2018							
Information held	Who is collecting it	How is it collected	Why is it collected	Lawful basis for processing	Who will it be shared with	How stored	When will it be deleted
Tenants Name	Staff/Tenant	On reservation form Over the phone Email In office	To use on tenancy agreement To add to Letting Software Referencing To contact tenant To use on prescribed information if legal action is required To pass onto contractors To pass onto the utility companies To pass onto the local authority	Contract fulfillment Contract fulfillment Contract fulfillment Legal obligation Contract fulfillment Contract fulfillment Contract fulfillment	Landlord, staff, local authority, utility companies, contractors, solicitors, referencing company	Paper/electronic	6 years after tenant leaves
Tenants Details	Staff/Tenant	On reservation form Over the phone Email In office	To use on tenancy agreement To add to Letting Software Referencing To contact tenant To use on prescribed information if legal action is required To pass onto contractors To pass onto the utility companies To pass onto the local authority	Contract fulfillment Contract fulfillment Contract fulfillment Legal obligation Contract fulfillment Contract fulfillment Contract fulfillment	Landlord, staff, local authority, utility companies, contractors, solicitors, referencing company	Paper/electronic	6 years after tenant leaves
Tenants previous agent	Staff/Tenant	On reservation form Over the phone Email In office	Referencing To add to Letting Software	Contract fulfillment Contract fulfillment	Previous agent, Staff	Paper/electronic	6 years after tenant leaves
Tenants Present Employer	Staff/Tenant	On reservation form Over the phone Email In office	Referencing To contact tenant	Contract fulfillment Contract fulfillment	Present employer, Staff	Paper/electronic	6 years after tenant leaves
Tenants Previous Employer	Staff/Tenant	On reservation form Over the phone Email In office	Referencing	Contract fulfillment Contract fulfillment	Previous employer, Staff	Paper/electronic	6 years after tenant leaves
Tenants Next of Kin	Staff/Tenant	On reservation form Over the phone Email In office	Referencing To contact tenant	Contract fulfillment Contract fulfillment	Next of Kin, Staff	Paper/electronic	6 years after tenant leaves
Tenants Personal Referee	Staff/Tenant	On reservation form Over the phone Email In office	Referencing To contact tenant	Contract fulfillment Contract fulfillment	Referee, Staff	Paper/electronic	6 years after tenant leaves
Contact details for end of tenancy	Staff/Tenant	On reservation form Over the phone Email In office	To contact tenant	Contract fulfillment	Tenants, contacts other than tenants living at address, Staff	Paper/electronic	6 years after tenant leaves
Tenants bank details	Staff/Tenant	On reservation form Over the phone Email In office	To set up standing order for payment of rent	Contract fulfillment	Bank, Staff	Paper/electronic	6 years after tenant leaves
Tenants personal ID	Staff/Tenant	Photocopied from originals brought in by tenant.	To assure tenant is who they say they are and they are entitled to rent and work in the UK	Legal obligation	Staff, possible border agency	Paper	1 year after tenancy ends