

TENANT/GUARANTOR REFERENCE FORM

The tenant/guarantor should complete and sign this form and return it to the landlord or letting agent.
Please **DO NOT** return this form to Lettingref directly

I. PROPERTY DETAILS

Please enter the details of the property to be let

| | |
|-------------------|--|
| House number/name | |
| Flat number/name | |
| Street | |
| Town/City | |
| County | |
| Postcode | |

Rental Information

Please enter the rental information for the property to be let

| | | | | | |
|---------------|-------|---|---|------------------|--------------------------------|
| Rent Amount | £ | | | Per Week / Month | <i>(delete as appropriate)</i> |
| Rental Period | from: | / | / | to: | / / |

2. TENANT DETAILS

Please enter full details of the tenant

| | |
|-------------------|----------------------------------------------|
| Title | |
| Forename | |
| Surname | |
| Full middle names | |
| Also known as | |
| Maiden Name | |
| Gender | Male / Female <i>(delete as appropriate)</i> |
| Date of Birth | / / |
| Email address | |
| Contact Number | (day) |
| Contact Number | (evening) |
| Mobile Number | |

Do you smoke? Yes No

Do you have pets? Yes No

Tenant income

| | |
|-------------------|---------------------------------------------------------------------------------------------|
| Employment Status | Employed / Self-employed / Student / Retired / Unemployed <i>(delete as appropriate)</i> |
| Annual Income | £ |

3. TENANTS ADDRESS HISTORY

Please give details of your address history, starting with your current address

| | | |
|-------------------|-------|--------|
| House number/name | | |
| Flat number/name | | |
| Street | | |
| Town/City | | |
| County | | |
| Postcode | | |
| Time at address | Years | Months |

If you have lived in more than one property in the last three years, please enter the details below.

| | | |
|-------------------|-------|--------|
| House number/name | | |
| Flat number/name | | |
| Street | | |
| Town/City | | |
| County | | |
| Postcode | | |
| Time at address | Years | Months |

| | | |
|-------------------|-------|--------|
| House number/name | | |
| Flat number/name | | |
| Street | | |
| Town/City | | |
| County | | |
| Postcode | | |
| Time at address | Years | Months |

4. TENANT EMPLOYMENT DETAILS

Please provide contact details for the tenant’s employer

| | |
|------------------|--|
| Contact Name | |
| Company Name | |
| Employer Address | |
| Phone Number | |
| Email Address | |

5. PREVIOUS LANDLORD /LETTING AGENT DETAILS

Please provide contact details for the tenant’s previous landlord or letting agent

| | |
|------------------|--|
| Property Address | |
| Contact Name | |
| Company Name | |
| Phone Number | |
| Email Address | |

6. GUARANTOR DETAILS

If the tenant is using a guarantor please enter their details. If there is not a guarantor skip this section and go to page 7.

| | |
|-------------------|----------------------------------------------|
| Title | |
| Forename | |
| Surname | |
| Full Middle names | |
| Also known as | |
| Maiden Name | |
| Gender | Male / Female <i>(delete as appropriate)</i> |
| Date of Birth | / / |
| Marital Status | |
| Email address | |
| Contact Number | <i>(day)</i> |
| Contact Number | <i>(evening)</i> |
| Mobile Number | |

7. GUARANTORS EMPLOYMENT DETAILS

| | |
|-------------------|---------------------------------------------------------------------------------------------|
| Employment Status | Employed / Self-employed / Student / Retired / Unemployed <i>(delete as appropriate)</i> |
| Annual Income | £ |

Please provide contact details for the guarantor's employer

| | |
|------------------|--|
| Contact Name | |
| Company Name | |
| Employer Address | |
| Phone Number | |
| Email Address | |

8. GUARANTORS ADDRESS HISTORY

Please give details of the guarantor's address history, starting with their current address

| | | |
|-------------------|-------|--------|
| House number/name | | |
| Flat number/name | | |
| Street | | |
| Town/City | | |
| County | | |
| Postcode | | |
| Time at address | Years | Months |

If you have lived in more than one property in the last three years, please enter the details below.

| | | |
|-------------------|-------|--------|
| House number/name | | |
| Flat number/name | | |
| Street | | |
| Town/City | | |
| County | | |
| Postcode | | |
| Time at address | Years | Months |

| | | |
|-------------------|-------|--------|
| House number/name | | |
| Flat number/name | | |
| Street | | |
| Town/City | | |
| County | | |
| Postcode | | |
| Time at address | Years | Months |

9. TERMS AND CONDITIONS

Tenants signature

By signing and submitting this form you are confirming that (i) the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading (ii) that you have read and agree to the attached Privacy Policy

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

☐ I confirm that I have read and agree with the Privacy Policy, and in particular, that I consent to my personal information being used as described in those documents.
I understand that for the purposes of those documents I am a Tenant.

Tenant’s signature: Date:/...../.....

Guarantors signature

By signing and submitting this form you are confirming that (i) the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading (ii) that you have read and agree to the attached Privacy Policy

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

☐ I confirm that I have read and agree with the Privacy Policy, and in particular, that I consent to my personal information being used as described in those documents.
I understand that for the purposes of those documents I am a Guarantor.

Guarantor’s signature: Date:/...../.....

Lettingref - Privacy Policy

About this Privacy Policy

Letting Services Online Ltd (a company incorporated in Scotland under the Companies Acts (company number SC450219)) and having its registered office at 26 Dublin Street, Edinburgh, EH3 6NN), and each of its subsidiaries, holding companies and associated companies from time to time (hereinafter referred to collectively as "the Lettingweb Group"), is committed to ensuring that your privacy is protected when personal information about you is provided to it.

Throughout the remainder of this Privacy Policy references to:-

- "we" or "us" shall mean Letting Services Online Ltd and/or any other member of the Lettingweb Group from time to time;
- "you" shall mean the user of this website (which may include Customers, Tenants and Guarantors);
- "Customers" means the persons who are registered users of this website and "Customer" shall mean any one of them;
- "Guarantors" means those individuals who may be required to guarantee the rents payable by Tenants to landlords and whose personal information is supplied to us (whether via the Website or otherwise) by a Customer or by Tenant and "Guarantor" shall mean any one of them;
- "the Services" means the services made available to Customers via the Website but in particular shall include the tenant vetting service (which involves, among other things, of obtaining of credit information in respect of Tenants and Guarantors (as the case may be)) and the service of arranging for policies of insurance for Customers and/or Tenants;
- "Tenants" means those individuals who are existing tenants or prospective tenants of Customers whose personal information is supplied to us (whether via the Website or otherwise) either by Customers or by the tenant or prospective tenant themselves and "Tenant" shall mean any one of them; and
- "the Website" means the website on which this Privacy Policy appears, accessible at www.lettingref.com and www.lettingref.co.uk.

Please read this Privacy Policy carefully. It explains:

- the types of personal information which we hold and process;
- the purposes for which we hold and process personal information;
- how we use the personal information which we hold;
- for how long we hold personal information; and
- the procedures we have in place to protect your privacy.

Unless you object in writing to us at the time the relevant personal information is collected, by accepting this Privacy Policy and submitting your sign-up form you consent to your data being used in accordance with the terms of this Privacy Policy.

If we change our privacy policy, we will post the new Privacy Policy on the Website. This Privacy Policy was last updated on 16/11/2015. Your continued use of the Website and/or the Services will constitute acceptance of such changes.

We welcome your views about any of our websites and our Privacy Policy. If you would like to contact us with your views, please email info@lettingref.co.uk

What Personal Information Do We Hold and Process?

We hold the following types of personal information:

- information which you voluntarily provide to us (via the Website or otherwise) which may include the following types of information (without limitation):-
 - your name, gender, telephone number(s) and e-mail address(es); and
 - details of your current address and previous addresses at which you have lived
 - details about your finances and credit history;
 - your date of birth; and
 - your current occupation, details of your current employer and details of your employment history;
- information about your use of the Website (including your IP (internet protocol) address);
- if you are a Tenant or Guarantor, information about you provided to us by third parties (such as our Customers, credit reference agencies, fraud prevention agencies and insurance reference agencies), which may include without limitation:-
 - all of the types of information listed above which you might have otherwise provided to us directly
 - whether you have any adverse credit history;
 - whether you have had any County Court Judgments or similar legal judgments against you;

- whether you have ever been declared bankrupt;
- details of any previous addresses at which you have lived;
- references given by your previous employers and/or landlords;
- details of previous insurance claims;
- copies of documents provided by our Customers such as your birth certificate, passport, utility bills, bank statement and drivers licence.
- information which we obtain from public sources, such as the voters roll.

For What Purposes Do We Hold and Process Personal Information?

We hold and process information which you provide to us:-

- for our own administrative, sales, marketing and product / service development purposes;
- to enable us to provide the Services;
- subject to section 8 below, for direct marketing purposes; and
- for the prevention of fraud and money laundering;
- for debt recovery purposes;
- if you are a Tenant or Guarantor:
 - to make credit decisions about you which may involve credit scoring;
 - to make judgments about your suitability to rent a property or act as guarantor (as the case may be) and make recommendations about such matters to Customers.
 - To send reference requests to referees

Unless we have your prior consent, we shall not sell, rent, trade or share any personal information which we hold except that:

- we may disclose information which is held by us where required to do so by law or in connection with legal proceedings;
- we may disclose aggregate statistics to third parties which are made up from statistics in respect of individual persons but these statistics will not include personally identifying information;
- we may disclose personal information to our legal, accounting, marketing or other professional advisers, our website hosts and our courier, postal or transport providers, and insurers (names and addresses only in the latter case);

if you are a Tenant or Guarantor:-

- we may also disclose your personal information (including details about your financial history and credit worthiness) to Customers;
- we may also disclose your personal information to credit reference agencies and fraud prevention agencies;
- we may also disclose your personal information to other agencies who maintain/compile databases of insurance claims and information for the purposes of sharing that information with providers of credit and insurance ("Insurance Reference Agencies"); and
- we may also disclose your personal information to insurers and/or insurance agents;
- we may disclose your personal information to third parties (such as your existing employer, previous employers, existing landlord and previous landlords) for the purposes of obtaining a reference about you from such persons;

if you are a Customer:-

- we may also disclose your personal information to insurers and/or insurance agents;
- we may disclose your personal information to Tenants and Guarantors;
- we may disclose personal information to our agents and service providers; and
- we may disclose personal information to other members of the Lettingweb Group.

Should we wish to use your personal information for a purpose not permitted under this Privacy Policy, we will contact you to seek your consent.

We will ensure to take all reasonable steps to keep accurate and up to date any information which we hold about you. If, at any time, you discover that information held about you is incorrect, you should contact us info@lettingref.co.uk to have the information corrected.

For How Long Do We Hold Personal Information?

We will not hold on to any personal information for any longer than is reasonably necessary for the purposes noted above.

What Procedures Do We Use to Protect Your Privacy?

We undertake to process the personal information which we collect in accordance with the principles of the Data Protection Act 1998 and other applicable laws relating to data protection which may be in force from time to time.

We have strict security procedures covering the storage and disclosure of your information (although we do not warrant that this is the case) in order to prevent unauthorised access. This means that we may ask for proof of identity before disclosing personal information to you.

We hold computerised and electronic personal information on computers and/or CD-ROMs held at the address noted below and/or servers which are managed remotely by Letting Services Online Ltd. We also hold tangible (or 'hard copy') personal information at the address noted below. From time to time, certain CD-ROMs or tangible (or 'hard copy') personal information may be transported by us to or from the address noted below.

The Website contains links to other websites. Equally, other websites may provide links to the Website. Please be aware that we are not responsible for the privacy practices of such other websites. We encourage you to read the privacy policies, if any, of each and every website which you use.

Please note that the Internet is not a secure medium. When submitting personal information to us using the Internet, your details may not be secure from access by third parties. The submission of personal information to us using the Internet is therefore made at your own risk.

You are entitled in law to receive a copy of personal information or data about you which is held by us on payment of £10 (or such other sum as may be prescribed by law from time to time).

We will also, on written request from you, amend any personal information which we hold about you. Where we amend the personal information which we hold about you, we will generally retain a copy of the previous version for our records. However, as noted above, we will not hold on to any personal information for any longer than is necessary for the purposes noted above.

Our contact details are as follows:
Letting Services Online Ltd 26 Dublin Street
Edinburgh EH3 6NN
EMAIL: info@lettingref.co.uk

Please note that, if you are under 16 years old, you must provide us with the name and address of your parent or guardian. We will let him or her know that you are providing us with personal information and seek any necessary consents from him or her.

What if you wish to object to our use of your personal data?

If you do not consent to us using your personal information in the manner for the purposes described above you must alert the managing agent or landlord immediately.

Important information for Tenants and Guarantors

Where you or an agent or landlord acting on your behalf (or, if you are a Tenant or Guarantor, or a Customer) voluntarily supply details of third parties to us (such as your existing or previous employers, and your existing or previous landlords), we may contact those third parties with a view to verifying any information which we have been provided about yourself.

You hereby agree that we or our agents may search the databases of third party data providers such credit reference agencies and Insurance Reference Agencies for the purposes described at section 3 above.

We may use your personal information to make credit decisions about you and/or to make judgments about your suitability to rent a property or act as guarantor (as the case may be) and make recommendations about such matters to Customers. To make or assist in the making of such decisions and recommendations, we may use a process call credit scoring and/or other automated decision making processes. Your personal details will be passed to our Customers, who may use that information to make similar decisions and recommendations about you. They in turn may pass your personal information to the landlord of the property which you propose (or, if you are the Guarantor, the Tenant whose obligations you are prospectively guaranteeing proposes) to rent.

As explained above, if you are a Tenant your personal details may be passed on to credit reference agencies and Insurance Reference Agencies. Such agencies may record the search and such information may be shared with credit grantors, insurers other persons making a search against you in future and be used for credit decisions and insurance decisions and fraud prevention.

In the event of you defaulting on rental payments in terms of any lease or tenancy agreement which you may have with a Customer, such information may be supplied to credit reference agencies and Insurance Reference Agencies.

What if you wish to object to our use of your personal data?

If you do not consent to us using your personal information in the manner for the purposes described above you must alert the managing agent or landlord immediately.

Direct Marketing

Any contact details you provide to us may be used by us to send you information about products and services that you request from us, or which we feel may interest you. We will not send your details to third parties to enable them to send you such information.

You may opt out from receiving such messages from us at any time [by sending an email to info@lettingref.com OR by following the 'unsubscribe' link in any such email.]

Fraud Prevention Agencies

If false, inaccurate or misleading information is provided and fraud is identified, details may be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. We and other organizations may also access and use this information to prevent fraud and money laundering, for example, when:

- checking details on application for credit and credit related or other facilities;
- managing credit and credit related accounts or facilities;
- recovering debt;
- checking details on proposals and claims for all types of insurance; or
- checking details of job applicants and employees.