

Application Form - INDIVIDUAL

Please complete one form for each applicant. Please complete in **BLACK INK** and print in **BLOCK CAPITALS**, then return it to 'Golden Eagle' as quickly as possible.

Address of Property	
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Section 1: DETAILS OF THE PROPOSED TENANCY

Monthly Rent for property	£	Your share of the rent	£
Date you want to move in		Term of tenancy	months
Total number of tenants		Rent payable	Monthly / In Advance

Section 2: YOUR PERSONAL DETAILS

Please confirm your status: Employed Self-employed Unemployed Student

Title (please circle)	Mr Mrs Miss Dr	First Name	
Middle Name		Surname	
Are you a smoker?	Yes / No	Do you have any pets?	Yes / No
How many children with you?		Marital status	Married / single
Your Nationality		Your Date of Birth	
Do you have a Visa for the UK	Yes / No / Not applic	Your Passport Number	
Mobile Tel number in the UK	07	Alternative Tel number	
Email address (personal)			
Email address (daytime)			

Section 3: PLEASE CONFIRM YOUR ADDRESS(ES) DURING THE PAST 3 YEARS

Your <u>Current</u> Home Address			
Country		Postcode	
How long at this address?	years	What was your status?	Owner/Tenant
Your <u>Previous</u> Address			
Country		Postcode	
How long at this address?	years	What was your status?	Owner/Tenant

Section 4: DETAILS OF YOUR CURRENT/MOST RECENT LANDLORD/LETTING AGENT

Name of your Landlord/Agent		Contact Name	
Address			
Contact Tel Number		Fax No	
Contact Email			
Are you currently, or have you ever been, in rent arrears?	Yes / No		
Have you ever been late paying your rent?	Yes / No		

Section 5: YOUR FINANCIAL DETAILS

Are you currently in receipt of Housing Benefit/ LHA? (If Yes, please provide full details)	
Do you intend to claim Housing Benefit/LHA in the next year	Yes / No
Please confirm your Gross <u>Annual</u> income	£
Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, Attachment of Earnings Orders or any other adverse Credit History whether settled or not? (If Yes, please provide full details. Note: Failure to disclose adverse information may result in your application being declined)	

Please confirm your UK Bank details:

Name of Bank (e.g. Lloyds)		Sort Code	
Name on the account		Account No.	
How long have you had this?		Type of Acct	Current / Savings

Section 6: ADDITIONAL INFORMATION

Please provide details of your Next of Kin			
Title (please circle)	Mr Mrs Miss Dr	First Name	
Relationship to you		Surname	
Address			
Contact Tel Number			
Contact Email			

Section 7: YOUR EMPLOYMENT/UNIVERSITY DETAILS

<i>Employer/University Name</i>			
<i>Address</i>			
		<i>Postcode</i>	
<i>Contact Name (person who we can contact for a reference)</i>		<i>Contact Dept.</i>	
<i>Contact Tel Number</i>		<i>Fax No.</i>	
<i>Contact Email</i>			
<i>What is your Job/Course title?</i>			
<i>Start date</i>		<i>Your Staff No.</i>	
<i>Your annual salary</i>	£	pa	<i>Bonuses</i> £ pa
<i>Will your employment change before the proposed tenancy start date?</i>			Yes / No
<i>Please confirm the start date & term of your Course at University</i>			
<i>Is your employment:</i> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/>			

Section 8: REFERENCES

<i>Please provide details of someone we can contact for a PERSONAL reference</i>			
<i>Title (please circle)</i>	<i>Mr Mrs Miss Ms Dr</i>	<i>First Name</i>	
<i>Relationship to you</i>		<i>Surname</i>	
<i>Address</i>			
		<i>Postcode</i>	
<i>Contact Tel Number</i>			
<i>Contact Email</i>			

Section 9: DECLARATION and SIGNATURES

This reference is being completed by Golden Eagle International Ltd ('GEI Ltd') who shall, for the purposes of this application for, be the Data Controller as defined in the Data Protection Act 1998 ('the DPA').

*Please read and complete the following declaration statement carefully, making sure that **you tick** to say you understand how we're going to use your information. You should also sign and date the form in the space provided because we can't complete your application without this and that could delay your application for a rented property.*

I understand that the information contained in this application will be retained, stored and used by GEI Ltd in accordance with the Data Protection Act 1998. I confirm that the information I have provided is true and accurate to the best of my knowledge and agree that GEI Ltd can verify this through a number of different sources. These sources may include consulting the databases of Credit Reference Agencies, the Electoral Roll, the Industry Sort Code Directory as well as other sources of information in relation to the details I have provided.

In connection with this application I also understand and consent that:

- GEI Ltd may contact me using the contact details provided in this application form
- GEI Ltd may pass on information I have supplied & the results of linked verification checks to any appointed landlord
- If I default on my rental payment or apply for a new tenancy agreement in the future, GEI Ltd may review the results of the verifications and searches set out above
- If I default on my rental payment, the default may be recorded on GEI Ltd database and that default may affect any future applications for tenancies that I make
- GEI Ltd can use Tracing Agents & Debt Collection Agencies to trace my whereabouts & recover any monies I owe
- I understand that by consulting with a Credit Reference Agency, the Agency will keep a record of this search, and that the results of this search may show how I conduct my payments with other organisations. I also understand that how I conduct the rental payments as part of this tenancy may be disclosed to the Agency and may affect future credit applications. From time to time this information may also be used for debt tracing and fraud prevention. I also understand that I may request the name and address of the Credit Reference Agency GEI Ltd use, and that I may apply for a copy of the information they provided to GEI Ltd.

**** Please ensure you tick the above box to acknowledge the statement regarding the Data Protection Act.**

Your Name	
Signed	
Dated	

When returning this application to Golden Eagle, please attach the following as they are all part of your application. Please tick the boxes to confirm:

- Copy of your Passport**
- Copy of any Residency Permit/Visa that you may require to live in the UK.** *(This must be valid for the entire term of your proposed tenancy).*
- If you are employed, please provide copies of your last 3 months payslips OR a copy of your Contract of Employment.**
- If you are a student, please provide a copy of your Letter of Acceptance from the University which confirms your place and start date.**
- If you intend to pay rent in advance for the term, please provide proof of funds.**

