

Using your personal information

Personal information which you have supplied to us may be used in a number of ways, for example:

- To make a decision about granting a tenancy
- To confirm identity and obtaining references for tenancy/license agreement preparation Debt collection
- Providing references and the conduct of any
- tenancy in the future
- Providing information to utility companies or a local authority about any tenancy

Landlord and agent

The landlord may share your information to an agent for the purpose of dealing with this application and any tenancy on behalf of the landlord. If the information has been given to an agent, the agent may share your information with the landlord. This includes any reports obtained.

References and application for a tenancy

For the purpose of deciding whether to offer a tenancy or license, your information may be provided to any of the following:

- Third party referencing companies and credit reference bureaus
- Current and previous landlords or agents
- Current and previous employers/accountants Individuals for a character reference
- Banks or building societies

We may pass your information to an agent to carry out any checks on our behalf, but we will not disclose any information to any other individual or company except to prevent fraud or if required to do so by law.

Checks conducted may include:

- Obtaining information about county court judgments, bankruptcy etc.
- Identity confirmation
- Other public information such as electoral roll Conduct of current or previous tenancies with other landlords or agents
- Employment confirmation
- Confirming and assessing affordability
Confirming the contents of this application

If a tenancy is granted

Where a tenancy or license is offered or granted, the information you have provided will be used for the preparation of an agreement and any prescribed information.

More information about the use of your information during and after a tenancy or license will be found in the agreement if granted.

If a tenancy is not granted

Where a tenancy or license is not offered or you decide not to take a property from us, the information you have provided will not be kept for longer than necessary and then destroyed.

Application remains subject to contract

Any offer or granting of a tenancy/license remains subject to contract throughout the application process until a written tenancy or license agreement has been signed by all parties.

Your declaration

I understand the following:

You will use the information I have provided to process my application for a tenancy or license.

You may get information about me from certain other organizations and individuals or give information about me to them to; make sure the information is accurate; prevent or detect fraud; and confirm affordability. These other organizations include credit referencing agencies or bureaus, landlords, employers or other companies/individuals as provided by me. Any report obtained may be shared with the landlord or agent.

If I give information that is incorrect or incomplete it may mean that a tenancy or license is not offered and I may lose any money paid to date (for example a holding deposit) or, if a tenancy were granted, possession could be sought on the grounds of false information.

I declare that the information I have given on this form is correct and complete.

Signed by applicant

Dated

