

## **PRIVACY NOTICE**

In line with the General Data Protection Regulations (GDPR) effective from 25<sup>th</sup> May 2018, we are committed to protecting and respecting your privacy. This is an initial privacy notice to tell you what information about you we collect and use up to any tenancy agreement being signed. Please note that by issuing this notice we do not commit ourselves to giving you a tenancy.

For further details, including the information about you which we handle once the tenancy is in place please see the full version of our privacy notice on our website. A hard copy is also available upon request.

### **Information we collect about you**

- Identity and contact details.
- Personal and background information.
- Your next of kin.
- Bank details.
- Your car registration number (if any).
- Details about your University/College course (if any) or employment (if any).
- Tenancy and deposit information.

This information is collected from you mainly via an application form. Additionally, we may undertake credit or similar checks to obtain information about you or request a reference from an existing or former landlord or employer.

### **Who do we need this information about**

We need information about you as a prospective tenant, about any prospective resident and also information about any guarantor (where a guarantee is taken).

### **How might this information be collected**

This information can be collected –

- By email.
- By post.
- In person.
- In digital form.
- Over the telephone.

### **Who this information might be shared with**

- Joint tenants (if any).
- Guarantors (if any).
- Tenancy deposit protection body.
- Insurance companies, e.g. if we take out rent insurance.
- Internet and email providers.
- The Home Office (relating to immigration/right to rent checks).

### **Where is this information stored**

- In an electronic form on a computer, tablet or mobile phone.
- On a web based portal (where a website is operated).
- In hard copy form in a manual filing system.

### **What happens if this information is not provided**

We require this information in order to enter into a tenancy agreement and to check your suitability for a tenancy. If this information is not provided in full then your application for a tenancy cannot proceed.

### **Why we need this information**

As necessary –

- For contractual performance so that we can enter into a tenancy agreement with you.
- For contractual performance so that we can manage any tenancy and the property.
- In relation to details regarding any next of kin in your vital interests, e.g. in the case of an emergency.
- In our legitimate interests in relation to personal and background information so we can assess your suitability to be a tenant, resident or guarantor (as the case may be).
- To perform our legal obligations in relation to carrying out right to rent (immigration status) checks and in order to protect any tenancy deposit which is paid.

### **You have the following rights**

- To object to us processing data (applicable where we rely on the legitimate interests)
- Access to your data.
- Erasure (the right to be forgotten).
- To restrict processing.
- Data portability.

For full details of these rights please see our full privacy notice.

### **Withdrawal of consent**

If your consent provides us with a legal gateway to process data about you, you can withdraw this at any time by telling us by email/post/telephone using the contact details above.

### **Complaints**

We operate our own internal complaints policy and if you have any concerns about the way in which we collect or handle your data please contact us using the details above.

Additionally, you have the right to lodge a complaint with the supervising authority who is –

Information Commissioner  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

**If any of your personal data changes, please let us know as soon as possible so that we can amend our records.**

**If we make any changes to the full version of our privacy notice we will notify you by email where appropriate.**

IMPORTANT – You should read our privacy notice. This is on our website at [www.spencer-properties.co.uk](http://www.spencer-properties.co.uk).  
This explains what we do with the information we collect in this application form.

## **Residential Application Form**

### **Personal Details :**

Title (eg Mr/Mrs/Miss)

Forenames

Surname

Current Address

Date of Birth

Nat. Ins No.

Passport Number

Mobile No.

E-mail Address

### **Guarantors Details:**

Name of Guarantor

Relationship to you

Address  
Inc Post Code

Mobile No.

Landline

### **Next of Kin:**

Name

Tel No(s)

Address

Email Address

### **Student Details:**

Course Title

Course Status : Full Time / Part Time

University

Student ID number

Study Year

**P.T.O**

**Employment Details (only complete if you are in Full time Employment)**

Occupation	<input type="text"/>	Hours per week	<input type="text"/>
Company Name	<input type="text"/>	Telephone Number	<input type="text"/>
Employers Address Inc post code	<input type="text"/>		
How long have you been employed by this company	<input type="text"/>	Contact Name	<input type="text"/>

**With this Application you must provide** - 3 Month wage slips or 3 Month Bank Statements  
(only if in full time employment) if you are self employed we need to see

**References:**

One of these MUST be a previous landlord or your current University Halls of Residence details.

<b>Current/Previous Landlord Details</b>	
Landlord Name/Agent:	Landlord/Agent Tel No:
Your property Address:	
<b>Halls of Residence (if Applicable)</b>	Block/Room Number
Address	Contact Name/Tel No.

**How did you hear about this property?** (please specify website i.e. Right move, Zoopla, Spencer Properties, etc) or Recommended by a friend or Office Window Display/Visit

**Declaration:**

I hereby apply to residency of:

I declare that the particulars in this application are true, and that this proposal and declaration shall be the basis of the licence and no relevant information has been withheld by me that would influence your acceptance. I give permission for you to contact my references. I understand that the contract is subject to vacant possession. I agree to part take or request to a credit report, if the credit report fails to meet our criteria this agreement will become invalid.

Signed	<input type="text"/>	Date	<input type="text"/>
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**P.T.O**

# Right to Rent Identification Form

Landlord/agent **Spencer Properties Ltd / Headingley Halls Ltd**

Proposed Tenancy Address \_\_\_\_\_

Tenant Name \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_

Permanent right to rent proof **Yes**  **No**   
(please tick appropriate box)

If yes, identification type provided \_\_\_\_\_  
(must be the original version(s) of 1 or 2 documents from List A in the right to rent code of practice)

Time limited right to rent proof **Yes**  **No**   
(please tick appropriate box)

If yes, please provide your UKVI  
Immigration Status Share Code \_\_\_\_\_  
(The code can be shared through your UK Visas and Immigration account)

Expiry date of visa or other document  
showing time limited right to rent \_\_\_\_\_

*I confirm that I am over 18 years of age and the information given above is true and accurate. I confirm that no one will be living in the property except anyone who is named above or in the continuation sheet attached.*

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

*I confirm that I have provided original documents proving my right to reside in the presence of the landlord or the agent named above. I authorise the landlord to retain copies of the identification I provided for as long as the tenancy continues and for twelve months after the end of the tenancy.*

*I agree to the landlord or agent named at the beginning of this form making any enquiries necessary to establish the validity of my right to reside in the United Kingdom. I authorise them to share any information I provide, where necessary, while performing the right to rent checks.*

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## Right to Rent Identification Form

Proposed lead tenant name \_\_\_\_\_

Number of proposed occupiers in the property \_\_\_\_\_

Full list of proposed occupiers in the property

Occupier 1 name \_\_\_\_\_ Age \_\_\_\_\_

Occupier 2 name \_\_\_\_\_ Age \_\_\_\_\_

Occupier 3 name \_\_\_\_\_ Age \_\_\_\_\_

Occupier 4 name \_\_\_\_\_ Age \_\_\_\_\_

Occupier 5 name \_\_\_\_\_ Age \_\_\_\_\_

Occupier 6 name \_\_\_\_\_ Age \_\_\_\_\_

All occupiers aged 18 and over must complete the attached form in the presence of the landlord or agent and provide proof of right to reside in the United Kingdom. This proof must be either an original document from lists A(1) and B in '*Code of practice on illegal immigrants and private rented accommodation for tenancies starting on or after 1 February 2016*' or two original documents from list A(2) in the same guidance. This document must be witnessed by the landlord or agent in person.

No tenancy will be executed until the necessary original documentation has been provided by all prospective occupiers aged 18 years or older.

## Checklist A

List A: Acceptable single documents
A passport (current or expired) showing that the holder is a British citizen, or a citizen of the UK and Colonies having the 'right of abode' in the UK.
A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area (EEA) or Switzerland.
A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of the European Economic Area country or Switzerland.
A 'permanent' residence, 'indefinite leave to remain', 'indefinite leave to enter' or 'no time limit' card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.
A biometric 'residence permit' card (current or expired) issued by the Home Office to the holder indicating that the person named has 'indefinite' leave in the UK, or has 'no time limit' on their stay in the UK.
A passport or other 'travel document' (current or expired) endorsed to show that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK.
A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK.
List A: Acceptable single documents
A certificate of registration or naturalisation as a British citizen.
List A (Group 2): Acceptable documents (any 2)
A full birth or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.
A current full or provisional photo card UK driving licence.
A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth and that they have been released from custody of that service in the 6 months prior to the check.
A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority.
A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a local authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.

## Checklist A Continued

### List A (Group 2): Acceptable documents (any 2)

Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.

A letter from a UK police force confirming that the holder is a victim of crime and has reported a passport or Home Office biometric immigration document stolen, stating the crime reference number, issued within the 3 months prior to the check.

A letter issued within the 3 months prior to the check signed by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness.

A letter issued within the 3 months prior to the check confirming the holder's name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as employee and employee reference number or their National Insurance number.

A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holder's acceptance on a current course of studies. This letter should include the name of the educational establishment, as well as the name and duration of the course.

A letter issued within the 3 months prior to the check from a British passport holder who works in (or is retired from) an acceptable profession as specified in the list of acceptable professional persons at Annex

A. The letter should confirm the holder's name, and confirm that the acceptable professional person has known the holder for longer than three months.

### List A (Group 2): Acceptable documents (any 2)

Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check.

## Checklist B

### List B: Time-limited documents

Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check.

A current passport or other 'travel document' endorsed to show that the holder is allowed to stay in the UK for a time-limited period.

A current biometric 'residence permit' card issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time-limited period.

A current 'residence card' (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a 'family member' of an EEA or Swiss national or has a 'derivative' right of residence.

A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period.

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## Identification Check list

Dear Tenant

We Spencer Properties (UK) Ltd are required to collect and use information about you as a prospective Tenant for the purpose of undertaking due diligence checks for prospective tenants.

For the purposes of the Spencer Properties (UK) Ltd, the 'controller' of the personal data which you provide is Spencer Properties (UK) Ltd (ICO registration **ZA188042**).

The information you provide will be used to verify your identity and comply with our responsibilities under The Money Laundering.

The data you supply for identify verification will be shared in line with our Privacy policy. Our privacy notice is available at [www.spencer-properties.co.uk](http://www.spencer-properties.co.uk)

We will retain the information you provide for 5 years from the date any business relationship has come to an end.

If you are satisfied with the above, then please provide the below information and documentation within 7 working days upon receipt of this email to: [info@spencer-properties.co.uk](mailto:info@spencer-properties.co.uk).

**Please see attached Checklist to furnish you with documentary evidence we can accept.**

### DECLARATION

By signing this Declaration, I confirm that the information provided is, to the best of my knowledge and belief, accurate and complete.

Signature:

Name:

Date:

## **Proof of identity checklist for Commercial Customer**

Please provide one form of identification for proof of name and one form of identification for proof of address (which may not be more than 3 months old). All forms of identification must be certified.

You cannot use one form of identification for both name and address. Documents with expiry dates (such as passports, driving licences and identity cards) must be in force as of the date of receipt.

For example, if you provide your driving licence as proof of your name, you must provide another form of identification for your address, such as a utility bill.

<b>Proof of name</b>	<b>Proof of address</b>
Current signed passport	Utility bill (gas, electric, satellite television, landline phone bill, bank statement) issued within the last three months
Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)	Local authority council tax bill for the current council tax year
EEA member state identity card (which can also be used as evidence of address if it carries this)	Current UK driving licence (but only if not used for the name evidence)
Current UK or EEA photocard driving licence	Bank, Building Society or Credit Union statement or passbook dated within the last three months
Full old-style driving licence	Original mortgage statement from a recognised lender issued for the last full year