

## **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**

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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

### **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 business account

**References:**

One of these MUST be a previous landlord or your current University Halls of Residence details. The second can be a family friend or close relative as long as they do not reside at your next of kin address.

Current/Previous Landlord Details	
Landlord Name/Agent	
Landlord/Agent Tel. No.	Property Address
Halls of Residence (if Applicable)	Block/Room Number
Address	Contact Name/Tel No.
2nd Reference	
Name & Address	
Tel No.	Relationship to You

**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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# Right to Rent Identification Form

(to be filled out in presence of landlord/agent)

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 (delete as appropriate)

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)

Additional identification if needed \_\_\_\_\_

Time limited right to rent proof Yes / No (delete as appropriate)

If yes, identification type provided \_\_\_\_\_  
showing time limited right to rent (must be one document from List B in the right to rent code of practice)

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

Date of next right to rent check \_\_\_\_\_  
(NB this should be within 29 days of the expiry of the occupier's right to reside or within the 29 days before the 12 month anniversary of the last right to rent check.)

If no ID is available, Home Office registration number \_\_\_\_\_

*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.*

P.T.O

## Right to Rent Identification Form

(to be filled out in presence of landlord/agent)

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.

**P.T.O**