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RENT APPLICATION FORM

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## WHO ARE WE?

Greyfort Properties is a customer focused family-run business. As members of the Association of Residential Letting Agents, we are a team of dedicated letting professionals offering quality.

## WHY READ THIS DOCUMENT?

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Want to rent through us? Read on to be fully informed and understand how to apply.

## WHAT SHOULD YOU CONSIDER BEFORE APPLYING?

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For your application to be considered your gross annual income (including any government support payment) must be a minimum of 2.5 times the annual rent.

## SELF EMPLOYED?

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If you are self-employed you need to have been self-employed for at least 6 months. Your chartered or chartered certified accountant needs to provide:

Confirmation of your gross annual turnover and net profit before tax for the most recent financial year and 6 months' worth of your most recent personal bank statements.

## HOW DO YOU APPLY?

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1. Complete and sign this document where indicated.
2. Provide a black and white scanned copy of your photo ID – either a valid driving licence or passport.
3. Provide a scanned copy of one of your utility/council tax bills or bank statements from the last three months.
4. Provide, if applicable, your valid visa, work permit or other recognised authority of your right to remain
5. Return all documents to our offices by email - admin@greyfort.co.uk or DocuSign

## WHAT HAPPENS AFTER YOU HAVE APPLIED?

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The landlord will consider your application. If they agree to offer you the property based on the information provided in your application form, we will send you an email requesting payment of your holding deposit. Upon receipt of funds you will receive an invitation to complete submission of full referencing information online, this is for your application to undergo a full referencing check.

### WARNING:

**Any negative credit information, failure of a Right-to-Rent check, or other information which is found to differ significantly, be false or misleading derived from the information provided in your application form, may cause your application to be declined and in those circumstances your holding deposit will not be refundable.**

## WHAT DOES YOUR HOLDING DEPOSIT PAY FOR?

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The holding deposit you pay contributes towards your first month's rent, subject to successful referencing. The balance of your first month's rent will be payable post referencing and prior to the commencement of your tenancy.

## WHAT ARE OUR CHARGES?

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Holding deposit – One week's rent (per tenancy).

Security deposit – Five weeks' rent

Variation of contract - £50 (inc. VAT) per agreed variation

Change of sharer - £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.

Early termination – Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

If you have any questions on our charges, please ask a member of staff.

## METHODS OF PAYMENT:

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**Electronic transfer** – Greyfort Properties

**Account number** – 00064319

**Sort code** - 60-02-35

**N.B. Please reference your payment with the reference provided in the email requesting your holding deposit.**

## HOW LONG DOES IT TAKE?

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Once payment has been received the referencing process usually takes between 3 – 5 working days.

This can take longer if your employment referee does not respond promptly to requests for information from our referencing partner. We would recommend you warn them that a request for information may be sent to them imminently.

## WHAT HAPPENS AFTER REFERENCING?

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If you pass referencing we will contact you to give you the good news that your application to rent has been successful and you may move into your new home, subject to you producing your original photo ID for our verification.

We will agree a move in date with you, so that we can draft the paperwork and make all of the necessary arrangements, this usually takes a minimum of 5 days although can vary dependent on circumstances.

## BEFORE YOU MOVE IN.

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You'll be required to:

- Pay the first month's rent in advance (minus the holding deposit paid).
- Pay a security deposit - equal to 5 weeks rent.
- Provide a signed tenancy agreement
- Produce a copy of a signed standing order mandate or provide proof that you have setup a regular payment for your rent.

You can pay the rent and security deposit by bank transfer - it must be cleared before we are able to give you the keys!

## A QUICK BIT ABOUT YOUR DEPOSIT

The tenancy deposit will be held as stakeholder. This means the money cannot be distributed without written consent from both the tenant and landlord.

If your tenancy is an Assured Shorthold, your deposit will be protected with the applicable deposit protection scheme and held in accordance with the terms of the tenancy agreement.

If someone else is paying the deposit for you please let us have their details in advance of the monies being paid.

**Gas, electricity, water, and council tax – we have you covered.**

**We try to make things easier for you by facilitating the utility transfer through a third party, here's a little about how it works.**

### GREYFORT PROPERTIES IN ASSOCIATION WITH VOUCH & HOMESHIFT

Vouch will provide the Utility Notification Provider with Your personal data if Your Application is successful. The Utility Notification Provider will contact You thereafter to offer You support and assistance regarding Your utility services at Your new home as this is a legal requirement for the letting agent/ landlord. Please refer to Utility Notification Provider's terms and conditions for more information. Our respect for Your privacy is paramount and if You prefer not to be contacted by the Utility Notification Provider once your utility transfer notifications have been done, please inform their support team at any time. If You sign up for utility accounts with our Utility Notification Provider Your agent and Vouch will receive an introduction fee of not more than £20 per service taken out. This in no way affects the price You pay for these services and is paid direct from the supplier. The taking out of their utilities of broadband is completely optional. I am happy for Vouch and Homeshift to contact me as specified above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## A QUICK REMINDER ABOUT THE TENANCY AGREEMENT

The tenancy agreement remains an enforceable legal document for the duration of the tenancy. You are not able to remove yourself from your obligations under the tenancy during the tenancy term nor are you able to swap or change tenants, without consent and due process.

### GAS AND ELECTRICITY

You will find the meter readings, and the location of the meters in the inventory and schedule of condition.

### WATER AND COUNCIL TAX

It is the responsibility of the tenant to notify the water company and the local authority that you have moved in.

### WHAT HAPPENS ABOUT TELEVISION AND BROADBAND?

#### TV LICENCE

To have a TV in the property you must have a TV licence. For details visit [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

#### TV/PHONE/BROADBAND

We cannot be responsible for ensuring there is a working active line at the property given that telecommunications companies will not accept instructions from third parties.

#### PARKING PERMITS

Obtaining and paying for any relevant parking permits is the responsibility of the tenant for the duration of the tenancy.

#### PRIVACY NOTICE

Your personal data and that of other related parties will be handled in accordance with the General Data Protection (EU) 2016/679.

Further details regarding this processing activity is set out in the associated privacy notice, which can be found at <https://greyfort.co.uk/downloads/privacy-policy---greyfort-group.pdf>

I confirm I have read and understood this document.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_



## Full application form

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**Property Address Applying for:**

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**Full Name:**

(including any middle names)

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**DOB:**

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**Current Address:**

(if there for less than 3 years please use the Additional Notes box to enter previous addresses and time there)

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**Please provide a post tenancy contact address:**

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**National insurance number:**

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**Email Address:**

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**Phone Number:**

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**Children & Age:**

(3 Children - 3, 6, 10)

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**Pets:**

(Amount and Type)

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**Smoker:**

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**Preferred move in date:**

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**Next of kin:**

Full Name:

Address:

Email address:

Phone Number:

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**Credit History Confessions:**

(Please details any CCJ's, Bankruptcies or IVA's whether settled or unsettled)

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**Residency type:**

(Private tenant, home owner, etc.)

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**Current Landlord or Agency:**

(If in rented accommodation please provide the following - name, email address and phone number of landlord)

Name:

Email address:

Phone Number:

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**Time at Current address:**

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**Gross Income claimed annually:**

(Salary / benefits / pension etc)

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**Employment status:**

(Fill in the following section based on your choice below)

**EMPLOYED**

**SELF EMPLOYED**

**STUDENT**

**RETIRED**

**Other** - please specify

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**Employed**

Company Name:

Job Title:

Time in present position of employment:

Contact Name:  
(eg line manager or HR Dept)

Email Address:

Phone Number:

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**Self Employed**

(If self employed you will need to provide at least one years worth of accounts, a letter from your accountant showing gross income or SA302 form, or a reference from your accountant)

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**Student**

(If a student you will be required to provide a UK based guarantor)

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**Retired**

(If retired you maybe asked for proof of funds eg savings or pension income)

You are required by law to provide Right to rent documents prior to moving into a property - full details can be found at **vouch.co.uk**

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## Additional Notes

# Tenancy declaration agreement

If you could just take a minute to read the following declaration, when you're happy sign in the box, check you're happy to proceed and we can get things finished.

<b>Definitions</b>	
<b>"Application"</b>	the application made by a Prospective Tenant for a tenancy of the Property as defined by section 2 of the Consumer Rights Act 2015
<b>"Consumer"</b>	Vouch software hosting system as defined by GDPR
<b>"Dashboard"</b>	General data protection Regulations 2018 and the Data Protection Act 2018
<b>"Data Controller"</b>	a person who gives a guarantee of a Prospective Tenant's obligations under a tenancy agreement and Guarantor Application means Your application to be accepted as a Guarantor
<b>"GDPR"</b>	the person who intends to grant a lease of the Property
<b>"Guarantor"</b>	an agent acting on behalf of the Landlord in connection with the letting of the Property and "Agency" means the Agent's business and "Branch" means an office connected with the Agency.
<b>"Landlord"</b>	Your specific user ID, email address and password
<b>"Letting Agent"</b>	as defined by General Data Protection Regulation
<b>"Login Information"</b>	the property to be leased to the Prospective Tenant under the tenancy Individual/s seeking a grant of a lease of the Property from the Landlord through the Letting Agent
<b>"Personal Data"</b>	the process whereby the contracting party completes the online registration form provided by Vouch confirming that You accept the Terms of this Agreement.
<b>"Property"</b>	the right of a Prospective Tenant to rent premises within the United Kingdom as required by the Home Office and detailed in the Home Office's Code of Practice on the Right to Rent as may be updated from time to time
<b>"Prospective Tenant"</b>	the services that Vouch will provide to the Contracting Party as set out below
<b>"Registration"</b>	the preferred company for handling utility and council tax notifications and service switching
<b>"Right to Rent"</b>	The Vouch on line Portal used to access the Dashboard
<b>"Services"</b>	www.vouch.co.uk
<b>"Utility Notification Provider"</b>	www.vouch.co.uk
<b>"Vouch Portal"</b>	www.vouch.co.uk
<b>"Website"</b>	www.vouch.co.uk
<b>"We/Us/Our/Vouch"</b>	Vouch Online Limited, company registration number 10678036
<b>"You/Your"</b>	the contracting party completing Registration (Landlord/Letting Agent)

## Your privacy is very important to us!

We will use the information you give us only for validating your application and associated tasks through the Vouch Portal. We have been passed your contract details in association with a tenancy application by the prospective tenant, we use "performance of a contract" to allow us to undertake our tasks. We will only keep your details for the purposes of this application and subsequent tenancy, and we will not use them for anything else. We will need to pass certain details about you to other people and companies – including the landlord or the letting agents, Equifax for your credit check and your employer/accountant (if applicable) to confirm your employment/earnings. If, in future, you want to know what information we hold about you, or have any other queries regarding data protection or your rights, all you have to do is ask – just drop and email to [dpo@vouch.co.uk](mailto:dpo@vouch.co.uk) and we can help resolve your query. You also have a right to lodge a complaint with the ICO if you wish.

## Use of Information provided by You

- Vouch is a Data Controller as defined by GDPR.
- To verify the contents of Your application, Vouch will need to share personal data with third parties listed below and the Landlord /Letting Agent. Where it is necessary to do so we will comply with all aspects of GDPR and the Data Protection Act 2018.
- Our data protection policy is available at [www.vouch.co.uk](http://www.vouch.co.uk) and is incorporated in these terms and conditions.
- Should it be necessary for Vouch to transfer Personal Data overseas, this information will only be shared within the EEA. Any such transfers will be made in full compliance with the GDPR.
- In order to complete Your application we will consult with a number of sources to verify the information that You provide. The parties with whom it may be necessary for Vouch to share information relating to Your application may include but are not limited to:
  - Your family, associates and representatives;
  - suppliers and service providers;
  - Your or our professional advisors and consultants;
  - financial organisations;
  - credit reference agencies;
  - debt collection and tracing agencies;
  - employment and recruitment agencies;
  - central government.
- You understand that Vouch may approach third parties including those listed in clause 5 above and will use "performance of a contract" as the legal basis for this.
- In particular, you understand that Vouch will provide the Utility Notification Provider with Your personal data if Your Application is successful. The Utility Notification Provider will contact You thereafter to offer You support and assistance regarding Your utilities services at Your new home as this is a legal requirement for the letting agent/landlord. Please refer to Utility Notification Provider's terms and conditions for more information. Our respect for Your privacy is paramount and if You prefer not to be contacted by the Utility Notification Provider once your utility transfer notifications have been done, please inform their support team at any time. If You sign up for utility accounts with our Utility Notification Provider Your agent and Vouch will

receive an introduction fee of not more than £20 per service taken out. This in no way affects the price You pay for these services and is paid direct from the supplier. The taking out of their utilities of broadband is completely optional.

- You understand that Vouch may consult with a licensed credit reference agency regarding Your Application. You understand that Vouch may share such Personal Data with the credit reference agency as is necessary to carry out a search.
- You understand that a credit reference agency may record the results of any search conducted in relation to Your Application.
- You understand that the credit reference agency search may show how You conduct payments with other entities. You understand that from time to time this information may also be used for debt tracing and fraud prevention.
- You may request the name and address of the credit reference agency Vouch use to conduct a search and You may also ask for a copy of the information provided to Vouch as a result of that search.
- You acknowledge that if false or inaccurate information is provided by You and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and/or money laundering. Further to this if false or inaccurate information is supplied to the agent via the Vouch platform the agent/landlord may withhold some or all of any holding fee paid for the property. This decision on whether to do so is for the agent/landlord and Vouch will have no involvement in this decision. Vouch accepts no liability for any loss suffered by You in the event your Application is unsuccessful.
- You understand that Vouch may contact Your referees using Personal Data which has been provided by You in the Application for the purposes of allowing Your referees to verify and/or provide information about Your earnings and income, dates of employment and previous tenancies. You also confirm that You have their permission for us to contact them in order for us to obtain Your referees.
- If You take out contents insurance through Alan Boswell Insurance Vouch and Your agent will receive an introduction commission of no more than 7.5% of the policy premium. This is paid to them by the broker and in no way affects the policy premium that You will pay.
- Information may be sent to You or Your nominated referee(s) by email and SMS. This information will only be such as is necessary to identify You and You confirm You are aware that the information sent electronically cannot be guaranteed to be secure.
- You acknowledge that Vouch cannot absolutely guarantee the security of any electronic communications relating to your application but we do use appropriate measures to maintain the security of your data both in transit and at rest.
- You confirm that you are aware that any tenancy granted to You as a result of Your Application will be subject to the provisions of the Housing Act 1988. Any resulting tenancy will be subject to the grounds for possession of dwelling house let on assured tenancies contained in Schedule 2 to the Housing Act 1988, in particular ground 17.
- As a result of the information You provide to Vouch and that Vouch obtains from third parties in connection with Your Application, You understand that Vouch may pass on all such information to the Landlord and/or Letting Agent.
- You accept that the results of such checks and searches that have been carried out by or for Vouch in connection to Your Application may be accessed in the future by Vouch if the prospective tenant applies for a tenancy again through Vouch.

## Documents establishing your Right to Rent

- In order to rent a property in the United Kingdom, You are required to supply documentation confirming Your Right to Rent property in the United Kingdom. The Application Process will only require You to indicate what documentation You intend to rely on to satisfy the Right to Rent requirements.
- You confirm that You are aware that You will be required to supply original copies of the documents demonstrating Your Right to Rent as requested by Landlord or Letting Agent. This does not form part of the Application Process. Vouch can provide no guarantee that such documentation will be accepted by the Landlord or Letting Agent.

## Result of Your Application

- The decision as to whether or not to accept Your Application rests with the Landlord or Letting Agent.
- Vouch accepts no liability for any loss suffered by You in the event Your Application is successful.

## Status of the Landlord or Letting Agent

- You accept that Vouch cannot guarantee the accreditation status of the Landlord nor can Vouch guarantee that the Landlord or the Letting Agent acting on the Landlord's behalf holds any licences or certification as may be required by law including but not limited to a HMO Licence.

## Submitting Your Application

- By ticking the box below You confirm that You have read and agree to these terms and conditions.

## Termination

- You may withdraw Your Application at any time until the prospective tenancy is entered into.
- Vouch may terminate this contract with You where You are in breach of any of its terms or where You have failed to perform Your obligations.

## Accessing the Vouch Portal

- In order to be able to access the Vouch Portal, You may need to use Your Login Information. You must not disclose Your Login Information to any person outside Your Agency and not authorised to use the Vouch Portal on Your behalf or otherwise allow any person to access the Vouch Portal using Your Login Information.
- You must not access or use the Vouch Portal for any purpose that is prohibited by these Terms or is otherwise unlawful.
- You must maintain Your own firewalls and anti-virus software when accessing the Vouch Portal so as not to expose You to the risk of a virus or malicious software. We do not accept responsibility for any damage to Your PC or computer system which arises in connection with Your use of the Vouch Portal.

- We reserve the right to immediately terminate Your access to the Vouch Portal if You are in breach these Terms. (Clause 24 and Clause 25 refers)

## Exclusion of liability

- We accept no responsibility for the accuracy of the information provided in an Application and any liability for inaccurate, false or fraudulent information rests with the provider of that information, whether that be the Prospective Tenant, Guarantor, Referee or a third party provider of information.
- We will not be liable to You in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature whatsoever incurred or suffered by You:
  - of an indirect or consequential nature; nor
  - for any economic loss or other loss of turnover, profits, business or goodwill.
- Without prejudice to the generality of the foregoing We will not be liable for the followings losses or liability from the same which You may suffer or be held liable for caused by Your reliance or use of the Services (or by not relying on or not using the Services, or by Your using or relying on them in an unreasonable way):
  - missing a deadline; or
  - You (or someone on Your behalf) suffering loss by reason of inaccuracy or incompleteness of any information or data provided to You; or
  - You suffering a business loss or being unable to undertake any business activity; or
  - a third party making a claim against You; or
  - a government or regulatory authority imposing a fine, penalty or obligation on You.

## Consumer Rights Act 2015

- Nothing within these terms and conditions is intended to limit the rights of a Consumer within the meaning of the Consumer Rights Act 2015.

## Reliance on these terms and conditions

- We intend to rely on these Terms as being the terms and conditions of the contract between You and Us. Any changes to the terms and conditions that You wish to make should be put in writing but no changes will be made to these terms and conditions without Our written agreement.
- We reserve the right to change these terms and conditions at any time and any changes will be posted on our Website. Your continued use of our Website after such notification shall constitute Your acceptance of those terms.

## Indemnity

- You agree to indemnify, defend and hold Us (including Our shareholders, officers, directors, employees, agents and suppliers) harmless from any and all claims or demands including those made by any third party due to or arising out of Your use of the Vouch Portal, Dashboard, Website, Our Services or any person using Your Login Information with or without Your consent.

## Copyright and Trade Marks

- Copyright in the Website, Vouch Portal and Dashboard (including all text, graphics, logos and software) may be owned or licensed by us and information procured from a third party may be the subject of copyright owned by that third party. Except as expressly authorised by Us in writing You may not adapt, reproduce, store, distribute, print, display, perform, publish or create and derivative works from any part of Our Website, Vouch Portal or Dashboard or from any information obtained from the Vouch Portal; or commercialise any information, products or services obtained from the same. The Vouch Portal may include trademarks owned by us including, but not limited to the Vouch trade mark and You must not use any of our trade marks for any purposes whatsoever.

## Confidentiality

- Unless We agree otherwise in writing, You are provided with access to the Vouch Portal for Your use only and You may not without our written permission sell information obtained from the Vouch Portal to any third party.

## Security

- No data transmission over the Internet can ever be guaranteed as wholly secure and whilst We endeavour to protect all such information, We do not guarantee or warrant and cannot ensure the security of any information which You transmit to us and any information which You do transmit to us which is always at Your own risk.

## Law and jurisdiction

- The validity, construction and performance of this contract shall be governed by English law and be subject to the exclusive jurisdiction of the English courts to which Vouch and You submit.

## Third parties

- For the purposes of the Contracts (Rights of Third Parties) Act 1999 this contract is not intended to, and does not give any person who is not a party to it the right to enforce any of its provisions.

## Commissions

- Landlord/Agents and We (Vouch) may from time to time receive a referral payment of not more than £20.00 per utility account or broadband package accepted through our Utility Notification partner and 75% of any policy premium accepted through Alan Boswell Insurance. These payments do not affect the price to the Prospective Tenant of the utility account or insurance premium. We (Vouch) will receive a referral payment of £15.00 for each rent guarantee policy taken out. Sky TV subscription agent and Vouch receives £50. Sky Broadband agent and Vouch receives £10. If a Zero deposits, deposit is used your agent will receive a referral fee of between 8 and 18% of the policy premium. Vouch will receive £1 for any policy taken out.

## Contact Us

- If You have any questions or comments about these terms and conditions, or You wish to make a complaint please contact us:
  - by post to: Vouch, Broomhall Hall, 8-10 Broomhall Road, Sheffield, S10 2DR, Yorkshire, England, S10 2DR
  - by email at: [hello@vouch.co.uk](mailto:hello@vouch.co.uk)
  - by telephone on: **03303337272**

Signature:

Date:

I accept these terms and conditions

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Greyfort Properties Limited  
Chateau Impney, Impney Estates  
Droitwich Spa WR9 0BN

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**E** [admin@greyfort.co.uk](mailto:admin@greyfort.co.uk)  
**W** [www.greyfort.co.uk](http://www.greyfort.co.uk)  
**T** 01905 796 111

