



THE PARK LANE GROUP RENTAL PROPERTY APPLICATION

CONTENTS

1.0 Right to Rent	3
2.0 Tenancy Application	6
3.0 References.....	10
4.0 Guarantor Details	14
5.0 Tenancy Application Fee	15
6.0 Receipt of Payment	16

1.0 Right to Rent

We are delighted you are interested in renting a Park Lane Group home and now require certain information to process your tenancy application. As per our legal responsibility, The Park Lane Group carries out 'Right to Rent' checks to ensure tenants have the right to rent under UK immigration law. You have the right to rent if you are:

- British citizen
- Citizen of a country in the EU or EEA
- Citizen of another country with no time limits on your permission to live in the UK (such as indefinite leave to remain)

We conduct our checks in a fair, justifiable and consistent manner and without prejudice or discrimination. If you would like to learn more about 'Right to Rent' checks please visit the website: gov.uk/righttorentchecks

Available documents for use under the Right to Rent check:

- Group 1 documents in List A permit the holder permanent right to rent in the UK
- Group 2 documents in List A must be shown in a combination of two
- Documents in List B permit the holder to a time-limited right to rent in the UK

List A (Group 1): Acceptable single documents which show an unlimited right to rent
UK passport
EEA/Swiss national passport / identity card
Registration Certification or document certifying permanent residence of EEA/Swiss national
EEA/Swiss family member Permanent Residence card
Biometric Residence Permit with unlimited leave
Passport or travel document endorsed with unlimited leave
UK immigration status document endorsed with unlimited leave
List A (Group 2): Acceptable document combinations which show an unlimited right to right (any 2 of the below to be shown in combination)
UK birth or adoption certificate
Full or provisional UK driving license
A letter from HM Prison Service
A letter from a UK Government Department or Local Authority
A letter of attestation from an employer
A letter from a UK further or higher education institution
A letter of attestation from a UK passport holder working in an acceptable profession
Benefits paperwork
Criminal Record Check
List B: Documents which show a time-limited right to rent
A valid passport endorsed with a time-limited period
Biometric immigration document with permission to stay for time-limited period
Non-EEA national residence card
UK immigration status document with a time-limited endorsement from Home Office

List A: Acceptable single documents	Date	Seen ✓
A passport (current or expired) showing 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 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 EEA 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.		
A certificate of registration or naturalisation as a British citizen.		

List A (Group 2): Acceptable documents (any 2)	Date	Seen ✓
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 N.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 a Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer 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.		

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'. The letter should confirm the holder's name, and confirm that the acceptable professional person has known the holder for longer than 3 months.		
Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions or the N.Ireland Department for Social Development, issued within the 3 months prior to the check.		
Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check.		

List B: Time-limited documents	Date	Seen ✓
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.		

2.0 Tenancy Application

Please complete all sections clearly or indicate N/A if not applicable. In the event of a joint application please provide the 2nd applicant's details separately within this document as indicated.

PLG Property:	
Mthly Rent:	
Deposit:	

	Full Name	DOB & Age	NI No.
1st Applicant:			

Current Address inc. Post Code:			
Tel No:	1 st :	2 nd :	
Mobile No:	1 st :	2 nd :	
Email:			
Car Reg:			

Previous Address (if less than 2 years):	
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Notice period to current landlord:	
Has this been given?	Please circle Yes / No
Date notice expires:	
Will you be claiming Housing Allowance?	Please circle Yes / No
What is your reason for moving:	

Do you have any dependents under 18 years:	Please circle Yes / No	
If yes please provide full names & DOB here:		DOB:
1 st Child:		
2 nd Child:		
3 rd Child:		
4 th Child:		

Do you have any pets:	Please circle Yes / No	
If yes please provide details here, inc. type of animal(s) & age(s):		

Nationality:	
If British, do you hold a current *UK passport:	Please circle Yes / No
If non-British, do you require a Visa to reside in the UK:	Please circle Yes / No
<p>*Please note – if you have a valid UK passport we will need to see the original document as part of our application process. If you are non-British and have documentation to support your residency in the UK we will require sight of all relevant paperwork.</p>	

Alternative address (to which correspondence may be sent if you vacate this property):	
Emergency Contact – Name & Tel No:	
Next of Kin – Name:	
Next of Kin – Relationship to Tenant:	
Next of Kin – Contact No:	

For a joint application:

	Full Name	DOB & Age	NI No.
2nd Applicant:			

Current address, if different to 1 st applicant:			
Tel No:	1 st :	2 nd :	
Mobile No:	1 st :	2 nd :	
Email:			
Car Reg:			

Previous Address if less than 2 years:	
--	--

Notice period to current landlord if different to 1 st applicant:	
Has this been given?	Please circle Yes / No
Date notice expires:	
Will you be claiming Housing Allowance?	Please circle Yes / No
Any other details:	

Do you have any dependents under 18 years, if different to 1 st applicant:	Please circle Yes / No	
If yes please provide full names & DOB here:		DOB:
1 st Child:		
2 nd Child:		
3 rd Child:		
4 th Child:		

Nationality:	
If British, do you hold a current *UK passport:	Please circle Yes / No
If non-British, do you require a Visa to reside in the UK:	Please circle Yes / No
<p>*Please note – if you have a valid UK passport we will need to see the original document as part of our application process. If you are non-British and have documentation to support your residency in the UK we will require sight of all relevant paperwork.</p>	

Alternative address (to which correspondence may be sent if you vacate this property):	
Emergency Contact – Name & Tel No:	
Next of Kin – Name:	
Next of Kin – Relationship to Tenant:	
Next of Kin – Contact No:	

In the event of a joint application with more than two applicants and/or permitted occupier applicants (over 18 years) please provide their details below and request additional forms for them to complete.

	Full Name	DOB & Age	NI No.
3rd Applicant:			
4th Applicant:			
Permitted Occupier Applicant:			
Permitted Occupier Applicant:			

3.0 References

To whom it may concern:

Please accept this as my authority for you to release any information reasonably requested by my prospective landlord The Park Lane Group.

Signed:

Date:

Page | 10

Printed Name:

1st Applicant Employer Reference	
Contact name:	
Company name:	
Address inc. Post Code:	
Email:	
Tel No:	

1st Applicant Current Landlord Reference	
Contact name:	
Company name:	
Address inc. Post Code:	
Email:	
Tel No:	

1st Applicant Previous Landlord Reference	
Contact name:	
Company name:	
Address inc. Post Code:	
Email:	
Tel No:	

To whom it may concern:

Please accept this as my authority for you to release any information reasonably requested by my prospective landlord The Park Lane Group.

Signed:

Date:

Page | 11

Printed Name:

1st Applicant Primary Character Reference	
Contact name:	
Years Known:	
Address inc. Post Code:	
Email:	
Tel No:	

1st Applicant Second Character Reference	
Contact name:	
Years Known:	
Address inc. Post Code:	
Email:	
Tel No:	

For a joint application:

To whom it may concern:

Please accept this as my authority for you to release any information reasonably requested by my prospective landlord The Park Lane Group.

Signed:

Date:

Page | 12

Printed Name:

2nd Applicant Employer Reference	
Contact name:	
Company name:	
Address inc. Post Code:	
Email:	
Tel No:	

2nd Applicant Current Landlord Reference	
Contact name:	
Company name:	
Address inc. Post Code:	
Email:	
Tel No:	

2nd Applicant Previous Landlord Reference	
Contact name:	
Company name:	
Address inc. Post Code:	
Email:	
Tel No:	

To whom it may concern:

Please accept this as my authority for you to release any information reasonably requested by my prospective landlord The Park Lane Group.

Signed:

Date:

Printed Name:

Page | 13

2nd Applicant Primary Character Reference	
Contact name:	
Years Known:	
Address inc. Post Code:	
Email:	
Tel No:	

2nd Applicant Second Character Reference	
Contact name:	
Years Known:	
Address inc. Post Code:	
Email:	
Tel No:	

4.0 Guarantor Details

A guarantor is required for applicants under the age of 25 years and for those in receipt of certain benefits including Universal Credit.

Full Name:	
Tel No:	
Mobile No:	
Email:	
Address inc. Post Code:	
Property Owner:	Please circle Yes / No Please provide address (if different from above)
Occupation:	
Employer Name:	
Employer Address:	
Employer Tel No:	
Employers Email:	

If a guarantor is required, a further charge of £120.00 (VAT not applicable) will be payable. I/we understand this is non-refundable in the event of me/us deciding not to proceed with the letting application or false information is given or nondisclosure.

The guarantor(s) agree to act as guarantor to a tenancy if granted (subject to contract) and for affordability checks and references to be carried out on them as part of this application process:

Signed:

Date:

Printed Name:

Signed:

Date:

Printed Name:

5.0 Tenancy Application Fee & Declaration

Please note:

All tenancies are subject to contract, the landlords consent and satisfactory references.

For each applicant and any guarantor please provide copies of: Photo ID, Proof of address, last 4 wage slips and last 4 months' bank statements.

A home visit and interview are also part of the application process.

Page | 15

As applicant(s) of the following Park Lane Group property:

Rent: £

Deposit: £

I/we agree to pay an application fee of £180.00 (VAT not applicable). I/we understand this fee is non-refundable in the event of me/us not proceeding with the application/false information is given/nondisclosure.

I/we understand payment of application fee and guarantor fee (where applicable) is not a holding fee and the property will not be taken off the market following payment until The Park Lane Group are satisfied with my/our references and documentation.

I/we hereby confirm that the information provided by me/us is to the best of my/our knowledge true. I/we consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future.

Please circle **Yes / No**

I/we are happy to receive all relevant paperwork, certificates and any legal notices by email and agree to keep The Park Lane Group updated of any changes to email addresses for the duration of this application and any subsequent Tenancy Agreement(s) granted (subject to contract).

Please circle **Yes / No**

Please circle, as applicable:

I/we agree to receive The Park Lane Group Tenants Newsletter by email and agree to keep The Park Lane Group updated of any changes to email addresses for the duration of this application and any subsequent Tenancy Agreement(s) granted (subject to contract). The Park Lane Group contract Be Marketing services to send Tenant Newsletters on their behalf, whereby email addresses and Tenants names are provided for this service only. No authority is given for Be Marketing to use this personal information for or to any other service/3rd party.

Please circle **Yes / No**

I/we agree that contact and address information will be disclosed to local authorities, utility companies, contractors and other relevant 3rd parties alike to carry out the Landlord duties. I/we understand that in the event of any default by me/us in respect of the covenants in any tenancy agreement(s) granted (subject to contract), the information contained therein may be disclosed to 3rd party tracing companies and/or debt collection agencies to recover monies due or to trace my/our whereabouts.

(1st Applicant)

Signed:

Date:

Printed Name:

(2nd Applicant)

Signed:

Date:

Page | 16

Printed Name:

6.0 Receipt of Payment

Received with thanks

Property Address:

Payer Name:

Payment Method:

Application Fee: £

Guarantor Fee: £

Total: £

Signed:

Date:

Printed Name:

For & on behalf of The Park Lane Group:

If you have complied fully with the application but it is unsuccessful your fee will be returned in full by cheque or credit/debit card.

Park Lane House · 141-145 Bohemia Road · St. Leonards-on-Sea · East Sussex · TN37 6RL

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Incorporating Park Lane Investment Properties Ltd, Registered in England No: 02928806, Park Lane Homes (South East) Ltd. Registered in England No: 04032168, Park Lane Developments (South East) Ltd. Registered in England No: 02968496, Park Lane Partnership Ltd. Registered in England No: 09438857, Park Lane Residential Properties Ltd. Registered in England No: 08796778, Park Lane Properties, Park Lane Residential Lettings, Registered Address of Ltd Companies: Park Lane House, 141-145 Bohemia Road, St. Leonards-on-Sea, East Sussex TN37 6RL