

# Register With Us

Please register by filling out the form below:

Personal Details	
Name _____	
Full Address _____	
Postcode _____	
Phone No _____	Mobile No _____
E-mail Address _____	Date Of Birth _____

Application Details	
Have you accepted an offer from UCS	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, is your offer	Conditional <input type="checkbox"/> Unconditional <input type="checkbox"/>
Course applied for _____	
UCAS Application number/App ID Number _____	
Date of Entry to UCS(Month/Year) _____	
Have you applied for student finance and stated you will live away from home?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Accommodation Details

Preferred accommodation size: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ bedroom/apartment/house

Do you require car parking? Yes ☐ No ☐

Any other accommodation requirements \_\_\_\_\_

Do you require contents insurance? Yes ☐ No ☐

Do you have a guarantor? Yes ☐ No ☐

If yes, please provide details \_\_\_\_\_

### Guarantor Details

Name \_\_\_\_\_

Phone No \_\_\_\_\_ Mobile No \_\_\_\_\_

E-mail Address \_\_\_\_\_ Date Of Birth \_\_\_\_\_

**Current Address - Please complete all address details where appropriate**

House number/name \_\_\_\_\_

Street \_\_\_\_\_

District \_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Is this a foreign address? Yes ☐ No ☐

Time at address: From: Month \_\_\_\_ Year \_\_\_\_ To: Month \_\_\_\_ Year \_\_\_\_

Living status: Tenant ☐ Own home ☐ Other ☐

(Please supply addresses to cover your last 3 years of residency)

**Previous Address 1 (if applicable)**

House number/name \_\_\_\_\_  
Street \_\_\_\_\_

District \_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Is this a foreign address? Yes ☐ No ☐

Time at address: From: Month \_\_\_\_\_ Year \_\_\_\_\_ To: Month \_\_\_\_\_ Year \_\_\_\_\_

Living status: Tenant ☐ Own home ☐ Other ☐

**Previous Address 2 (if applicable)**

House number/name \_\_\_\_\_  
Street \_\_\_\_\_

District \_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Is this a foreign address? Yes ☐ No ☐

Time at address: From: Month \_\_\_\_\_ Year \_\_\_\_\_ To: Month \_\_\_\_\_ Year \_\_\_\_\_

Living status: Tenant ☐ Own home ☐ Other ☐

Relationship to Applicant: \_\_\_\_\_

Number of Dependants: \_\_\_\_\_

Employment Type: Full Time ☐ Part Time ☐ Self Employed ☐ Unemployed ☐

Student ☐ Home Maker ☐ Payment in Advance ☐ Other ☐

### Affordability Details

Gross Annual Income \_\_\_\_\_

Employer Details \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_ Length of Employment \_\_\_\_\_

## Consent

We will use the information provided to us by 3rd parties to make decisions about your tenancy application. Agencies may supply to us, public information and/or fraud prevention information.

Information supplied to us will be used by third parties/organisations in order to

- Verify your identification for this application
- Various types of insurance as supplied by Endsleigh (our credit referencing agency)
- Check all of the applicant details supplied by you
- Assist organisations to make decisions on your tenancy application

Payment of our application fee is due when presenting this form to our office. This fee is **NON** refundable should the applicant fail the credit/referencing checks, or decide to withdraw from the tenancy request. Should the landlord decline the tenancy offer on other grounds other than applicant failing the referencing/credit check process the fee would be re-funded.

By signing this agreement to proceed you are accepting we may use the information provided in the ways detailed above, and to our company fee policy.

Signed (Student) \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signed (Guarantor) \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

#### DATA PROTECTION ACT 1998

In order to process the application we will need to be supplied with information including accounts and personal financial details, by you, the Client, and by other sources such as your Bank and Credit Reference Agencies.

We may also, when authorised by you in writing, apply for supplementary information from your professional or other advisors.

We will record this information (whether manually operated or automated systems) and retain it only as long as we are required by law to do so. We will keep it as securely as possible.

We will use the information to assess the application.

In order to do so, we will disclose such of this information as is necessary to negotiate terms of any contract, with employees of this business, any guarantor required by the us, any person or organisation necessary to comply with any legal or regulatory requirements to which we may be subject, any anyone else whom you may specifically authorise in writing.

We may also use the information to monitor and analyse our business and, unless you instruct us in writing not to do so, contact you with details of products or services which may be of interest to you.

In the event that we search with Credit Reference Agencies, we will need to disclose information about you. The Credit Reference Agencies will record details of our searches. If you would like details of the Credit Reference Agencies please write to us at the address on our letterhead.

You have the right to apply to us for details of the information we hold about you. An administrative charge may be made by us for doing so.