

**TENANT / GUARANTOR CONSENT DECLARATION**

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I give my consent to **NLA Tenant Check** to verify this information. I consent to **NLA Tenant Check** searching information held by a credit reference agency and I understand that this search will be recorded and information relevant to this risk assessment will be passed to the landlord of the property being applied for.

**To my employer/accountant:**

I hereby authorise you to respond to any enquiry received from **NLA Tenant Check** and to provide to them confirmation of my salary/income and any other particulars of information they request in connection to this application.

**To my current landlord/letting agent:**

I hereby authorise you to respond to any enquiry received from **NLA Tenant Check** and to provide to them details of how I have conducted my tenancy, including my payment history and condition of the property.

Full Name:

Date of Birth:

Signature:

Date of Signing:

**How we use your information and the lawful basis for doing so**

When you submit your application to be a tenant or a guarantor, you will provide your **consent** for us to process and store your personal data as outlined in this privacy policy. We will only use your information where you have agreed to it or where we are allowed to by law e.g. fulfilling a legal obligation or because we have a legitimate business interest to do so.

We **do not** pass on or sell your data for marketing or other purposes. We **do not** share information without consent unless the law and this policy allow us to do so.

**Who we pass your personal data to**

We may pass your information to third parties, which may include:

- Our customer, the person or company to whom you are applying for the property. They will be able to view the information entered on your application form
- Credit reference agencies, when we carry out a credit check using your details
- Our insurance partners in order to satisfy their requirements for cover in relation to rent guarantee and legal expenses products that the landlord may obtain
- Companies that provide processing or administration services to us under contract for activities described in this policy
- Fraud prevention agencies, police or other organisations where we have a duty to, or are permitted to disclose your personal information by law.

**How we keep your data safe**

All information you provide to us is stored on our dedicated secure servers which are located in the UK and are built with the latest technology. We will not transfer your personal data outside of the European Union. All website data and online forms are encrypted. We regularly review our data security policy and maintain robust firewall, anti-virus and anti-malware protection.

Physical devices such as computers which are used to process personal data are located in secure parts of our offices. Access is permitted only to authorised persons and we operate full coverage CCTV and security systems.

**To view our full Privacy Policy please visit [www.nlatenantcheck.org.uk/applicantprivacy](http://www.nlatenantcheck.org.uk/applicantprivacy)**

**NLA Tenant Check**

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