



RESIDENTIAL LANDLORDS ASSOCIATION

Right to rent identification form
(to be filled out in presence of landlord/agent)

Proposed lead tenant name

Gary Robertson

Number of proposed occupiers in the property 2

Full list of proposed occupiers in the property

Occupier 1 name	<u>Gary Robertson</u>	Age	<u>42</u>
Occupier 2 name	<u>Cheryl Duncombe</u>	Age	<u>36</u>
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.



RESIDENTIAL LANDLORDS ASSOCIATION

Right to rent identification form
(to be filled out in presence of landlord/agent)

Landlord/agent name(s)

Beanstalk Lettings Ltd (Agent)

Proposed tenancy address

Flat 2, 112 Reads Avenue, BLACKPOOL FY1 4UJ

Tenant/Occupier (delete as appropriate)

Name Cheryl Duncombe

Date of birth 21/11/1981

Age 36

Nationality White British

Permanent right to rent proof

Yes/No (delete as appropriate)

If yes, identification type provided

Drivers License

(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

n/a

Time limited right to rent proof

Yes/No (delete as appropriate)

If yes, identification type provided

N/A

(must be one document from List B in the right to rent code of practice)

Expiry date of visa or other

N/A

document showing time limited right to rent

Date of next right to rent check

N/A

(NB this should be within 28 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,

N/A

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 (Signature) NAME Cheryl Duncombe DATE 12/11/2017

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 provided for as long as the tenancy continues.

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.



Right to rent identification form
(to be filled out in presence of landlord/agent)
Proposed lead tenant name Gary Robertson

Number of proposed occupiers in the property 2

Full list of proposed occupiers in the property

Occupier 1 name	<u>Gary Robertson</u>	Age	<u>42</u>
Occupier 2 name	<u>Cheryl Duncombe</u>	Age	<u>36</u>
Occupier 3 name	_____	Age	_____
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Occupier 5 name	_____	Age	_____
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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.



Right to rent identification form
(to be filled out in presence of landlord/agent)

RESIDENTIAL LANDLORDS ASSOCIATION

Landlord/agent name(s)

Beanstak Lettings Ltd (Agent)

Proposed tenancy address

Flat 2, 112 Reads Avenue, BLACKPOOL FY1 4JJ

Tenant/occupier (delete as appropriate)

Name Gary Robertson

Date of birth

10/07/1975

Age 42

Nationality White British

Permanent right to rent proof

Yes/No (delete as appropriate)

If yes, identification type provided

Passport

(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

N/A

Time limited right to rent proof

Yes/No (delete as appropriate)

If yes, identification type provided

N/A

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

N/A

Date of next right to rent check

N/A

(NB this should be within 29 days of the expiry of the occupier's right to reside or within the 28 days before the 12 month anniversary of the last right to rent check.)

If no ID is available,

N/A

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 G Robertson NAME Gary Robertson DATE 12/12/2017

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 provided for as long as the tenancy continues.

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.

Step 3 of 3: Thank you, your claim has been submitted online

Your Claim Reference Number is: **BP2-002-003**

Please quote your Claim Reference Number whenever you communicate with the Council regarding your online claim for benefits.

The Evidence Checklist includes a detailed list of the evidences that the Council will need to see to verify your claim.

Important: Do not delay in bringing any documents to the Council. If it takes longer than **ONE CALENDAR MONTH** for the Council to receive the evidences requested, you may have to claim again and you may lose benefit.

Welfare Reform

The welfare and benefits information outlined on our website may be affected by the Government's Welfare Reform Act 2012. If you are awarded Housing Benefit and are subject to the benefit cap, we will write to you and let you know. This means that the amount of Housing Benefit quoted in the calculation on this website may be reduced.

Problems using the service?

If you have encountered any problems using this service, please contact:

Address: Blackpool Council
 Frontline Benefits Team
 Municipal Buildings
 Corporation Street
 Blackpool
 FY1 1NF

Email: benefits@blackpool.gov.uk
 Phone: 01253 478847

Office Hours: 9 am to 5 pm Monday to Friday

[Go to calculator home](#)

BEANSTALK LETTINGS LTD

TENANT/GUARANTOR REFERENCE FORM

The tenant/guarantor should complete and sign this form and return it to letting agent.

1. PROPERTY DETAILS

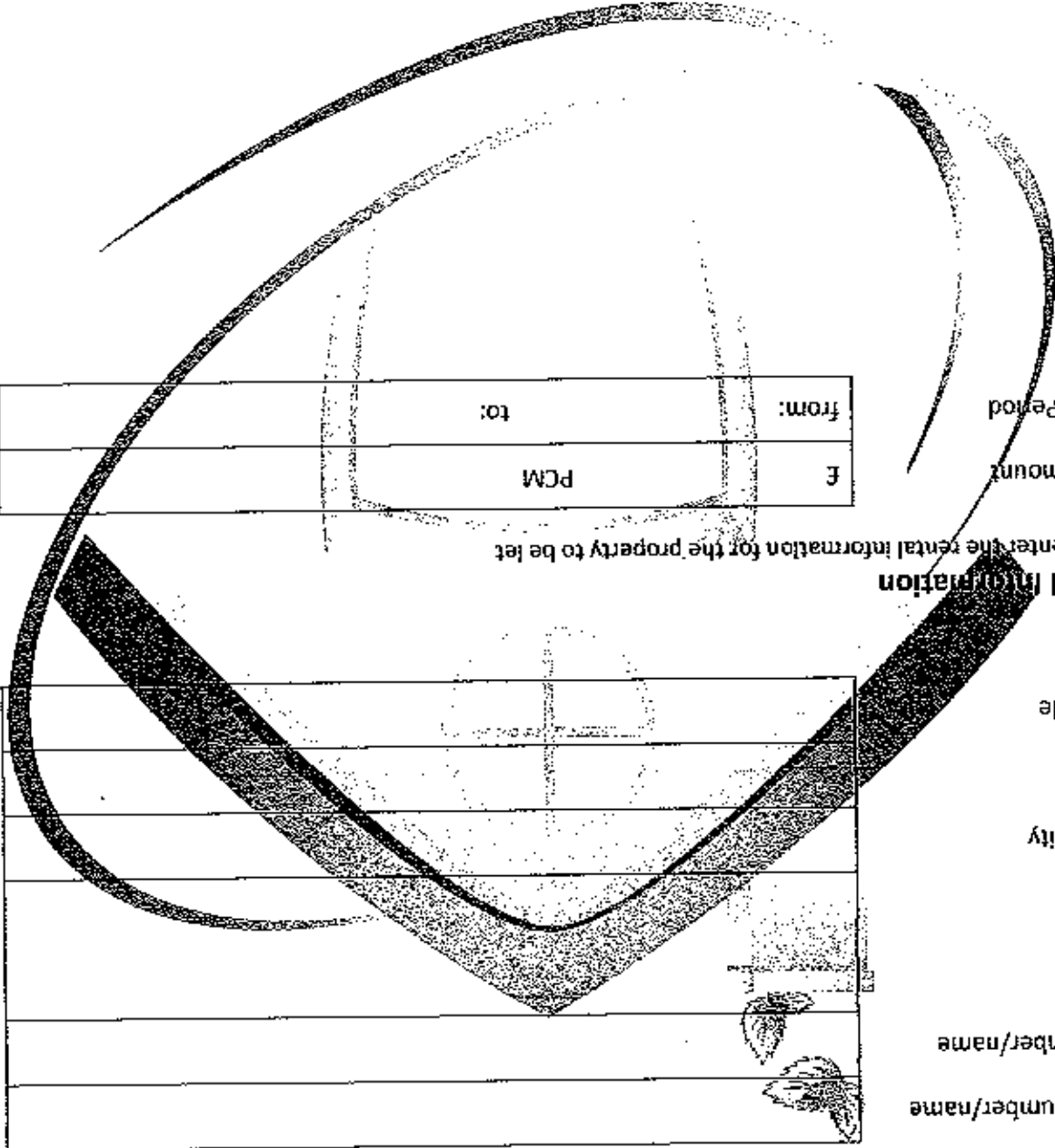
Please enter the details of the property to be let

House number/name
Flat number/name
Street
Town/City
County
Postcode

Rental Information

Please enter the rental information for the property to be let

Rent Amount	£	PCM
Rental Period	from:	to:



3. TENANTS ADDRESS HISTORY (3 Years)

Please give details of your address history, starting with your current address

House number/name	Street	Town/City	County	Postcode	Time at address
13 Dibble Close	Wotton Hall	West Midlands	WV12 4EE	1 Year 6 Months	
7 Crossalls Avenue	Walsall	West Midlands	WS8 2PJ	0 29th Months - 5 Months	
17 LITTLE LONDON HOUSE	West Bromwich Street	Walsall	West Midlands	WS1 4DD	Dec 2013 Years Months 25 th Jan 2016

If you have lived in more than one property in the last three years, please include the details below.

4. TENANT EMPLOYMENT DETAILS

Please provide contact details for the tenant's employer

Contact Name

Company Name

Employer Address

Phone Number

Email Address

5. PREVIOUS LANDLORD / LETTING AGENT DETAILS

Please provide contact details for the tenant's previous landlord or letting agent

Warsaw Housing Group
0300 555 6666

Contact Name

Company Name

Phone Number

Email Address

Contact Name
 Company Name
 Employer Address
 Phone Number
 Email Address

Please provide contact details for the guarantor's employer

Annual Income £
 Employment Status
 Employed / Self-employed / Student / Retired / Unemployed
 (Check as appropriate)

7. GUARANTOR'S EMPLOYMENT DETAILS

Title
 Forename
 Surname
 Full Middle names
 Also known as
 Gender Male Female (Check as appropriate)
 Date of Birth
 Email address
 Contact Number (day)
 Contact Number (evening)
 Mobile Number

If the tenant is using a guarantor please enter their details. If there is not a guarantor skip this section and go to page 7.

6. GUARANTOR DETAILS

9. DATA PROTECTION STATEMENT

About this Data Protection Statement

In this Data Protection Statement when we refer to:-

- "you" we mean any person signing the attached Tenant/Guarantor Reference Form (the Form), whether as the Tenant or as the Guarantor;
- the "Tenant" and to the Guarantor;
- identified in the "Tenant details and the Guarantor details" sections of the Form respectively;
- and our "Client" we mean the Landlord who is engaged with Beanstalk Lettings Ltd (or management and the "Property" we mean the property proposed to be rented/leased by the Tenant, details of which appear in the "Property details" section of the Form.

This Data Protection Statement explains what personal information we may hold about you; the purposes for which your personal information may be used; and details of third parties to whom your personal information may be disclosed.

Who are we?

Beanstalk Lettings Ltd (a company registered in England under the Companies Act (company number 113055)) and having its registered office at 52 Street Road, Billesmore Post Cheshire CH65 4BQ, is committed to ensuring that your privacy is protected when personal information that you provide to us is provided to us. In this Data Protection Statement when we refer to "we", "us" or "our" we refer to Protection Street Limited or any other member of the Beanstalk group from time to time.

What personal information about you do we have?

We have personal information about you which appears on the Form. In addition to information about you which appears on the Form, our Customer may also provide us with information about you. This may include, among other things, the following information:-

- your name and email address;
- your date of birth, National Insurance Number,
- your gender,
- details of your previous addresses;
- your current employer and salary;
- and details of properties formerly owned or occupied by you.

We may also hold information about you which we have received from third parties, such as credit reference agencies, fraud prevention agencies and insurance agencies, which may include:

- all the types of information mentioned in the previous paragraph;
- details of previous address at which you have lived;
- any references given by your existing employer and/or landlord;

disclosed?

Unless we have your prior consent, we shall not sell, rent, trade or share any personal information which we hold except that:

- we may disclose information which is held by us where required to do so by law or in connection with legal proceedings;
- we may disclose personal information to our legal advisers, accountants, marketing or other professional advisers and insurers (names and addresses only in the latter case);
- we may also disclose your personal information to our third parties, who may in turn disclose that information to the landlord of the property;
- Our third parties may also disclose your information to reference agencies and fraud prevention agencies. We may also disclose your personal information to other agencies who maintain/compile databases of insurance claims and information for the purposes of sharing that information with providers of credit and insurance ("Insurance Reference Agencies");

To whom will your personal information be disclosed?

Unless we have your prior consent, we shall not sell, rent, trade or share any personal information which we hold except that:

- we may disclose information which is held by us where required to do so by law or in connection with legal proceedings;
- we may disclose personal information to our legal advisers, accountants, marketing or other professional advisers and insurers (names and addresses only in the latter case);
- we may also disclose your personal information to our third parties, who may in turn disclose that information to the landlord of the property;
- Our third parties may also disclose your information to reference agencies and fraud prevention agencies. We may also disclose your personal information to other agencies who maintain/compile databases of insurance claims and information for the purposes of sharing that information with providers of credit and insurance ("Insurance Reference Agencies");

For what purposes will your personal information be used?

We will ensure to take all reasonable steps to keep accurate and up to date any information which we hold about you. If, at any time, you discover that information which we hold about you is incorrect, you should contact us to have the information corrected.

Your personal information will be used in order that we may carry out a carrying out various searches and checks against you for the purposes of providing our Client with information which will assist them/us (or, as the case may be, the landlord of the property you wish to rent) decide whether you are a suitable tenant or guarantor (as the case may be).

- to help our third parties make sound decisions about you and to make judgments and to take responsibility to rent the property and make recommendations about such matters to our Client or Landlord as the case may be;
- for the prevention, investigation and money laundering;
- for debt recovery;
- for direct marketing;
- to help our third parties make sound decisions about you and to make judgments and to take responsibility to rent the property and make recommendations about such matters to our Client or Landlord as the case may be;

- in order to enable us to arrange policies of insurance for the landlord, the agent of the Property;
- for the prevention, investigation and money laundering;
- for debt recovery;
- for direct marketing;
- to help our third parties make sound decisions about you and to make judgments and to take responsibility to rent the property and make recommendations about such matters to our Client or Landlord as the case may be;

Our third parties may also disclose your personal information to insurers and/or insurance agents;

- and we may disclose your personal information to third parties (such as your existing and previous employers and your existing and previous landlords) for the purpose of such persons giving us a reference about you;

information to insurers and/or insurance agents;

- and we may disclose your personal information to third parties (such as your existing and previous employers and your existing and previous landlords) for the purpose of such persons giving us a reference about you;

information may be supplied to credit reference agencies and Tenant (if you are the Guarantor), such information may be such defaulting in your obligations to guarantee the obligations of the Property (if you are the Tenant), or in the event of you or tenancy agreement which you may have with us and the landlord in the event of you defaulting on rental payments in terms of any lease

You are entitled in law to receive a copy of personal information or data about you which is held by us on payment of £10 (or such other sum as may be prescribed by law from time to time). We will also, on written request from you, amend any personal information which we hold about you. Where we amend the personal information which we hold about you, we will generally retain a copy of the previous version for our records. However, as noted above, we will not hold on to any personal information for any longer than is necessary for the purposes noted above. Our contact details can be found on the form or website

Please note that if you are under 16 years old, you must provide us with the name and address of your parent or guardian. We will let him or her know that we are providing us with personal information and seek any necessary consent from him or her.

Fraud prevention agencies

If false, inaccurate or misleading information is provided and fraud is identified, details may be passed to fraud prevention agencies. We and enforcement agencies may also access and use this information to prevent fraud and money laundering. For example, we may use this information to check details on application for credit, or other facilities related to managing credit and credit related accounts or facilities; recording debt; checking details on proposals and claims for all types of insurance; or checking details of job applicants and employees

"Beanstalk Lettings, Cook" and "Beanstalk" are trading names of Beansstalk Lettings Ltd, a company registered in England having its registered office at 52 Station Road, Ellesmere Port, Cheshire, CH65 4BQ

You hereby agree that we or our agents or third parties may search the databases of data providers such as credit reference agencies and insurance Reference Agencies for the purposes described above.

Our third parties may use your personal information to make credit decisions about you and/or to make judgments about your ability to rent the Property (if you are the Tenant), or your ability to make obligations of the Tenant (if you are the Guarantor). To make or recommendations about such matters, our third parties may assist in the making of such decisions. If our third parties do not assist in a process called credit scoring or other automated decision making processes, your personal details will be passed to our Client Landlord, who may use this information to make similar decisions and recommendations about you.

As explained above, your personal details may be passed on to credit reference agencies and insurance Reference Agencies. Such agencies may record the search and such information may be shared with credit grantors, insurers or other persons making a search about you in future and be used for credit decisions and insurance decisions and fraud prevention

As explained above, your personal details may be passed on to credit reference agencies and insurance Reference Agencies. Such agencies may record the search and such information may be shared with credit grantors, insurers or other persons making a search about you in future and be used for credit decisions and insurance decisions and fraud prevention

9. TERMS AND CONDITIONS

Tenants signature

By signing and submitting this form you are confirming that (i) the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading (ii) that you have read and agree to the attached Protection Statement.

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

[Handwritten signature]

Tenants Electronic Signature

Date:

12/12/17

Guarantors signature

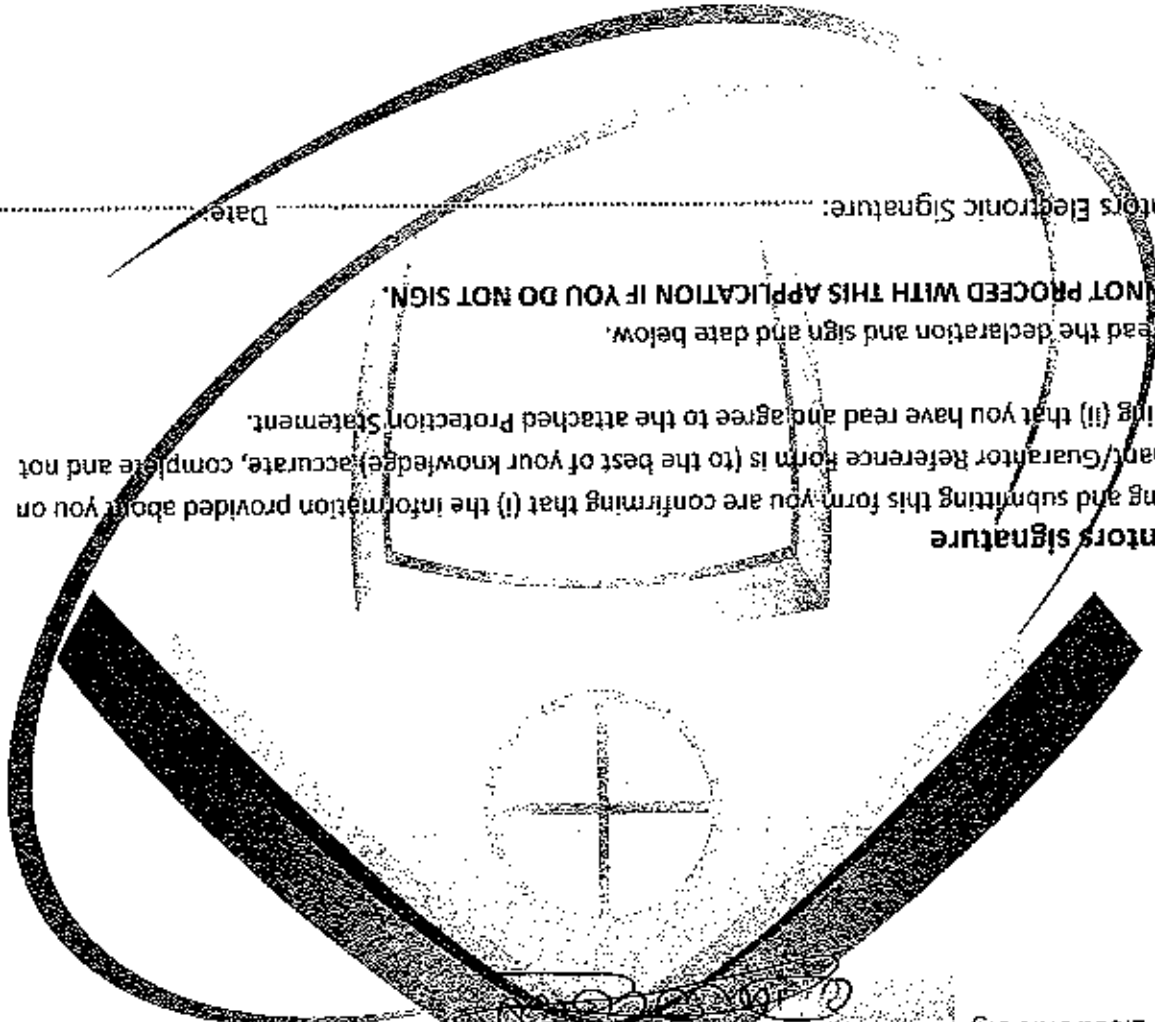
By signing and submitting this form you are confirming that (i) the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading (ii) that you have read and agree to the attached Protection Statement.

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

Guarantors Electronic Signature

Date:



[Redacted Signature Box]

[Redacted Signature Box]

Signature

Signature

If there is more than one tenant, I/we signing below agree to appoint a tenant representative, as set out in paragraph A12. If there is just one tenant, I/we authorise the tenant to deal with the deposit.

[Redacted Signature Box]

[Redacted Signature Box]

Amounts paid

Names of people paying towards the deposit

If someone who is not a tenant has paid towards the deposit give the following details:

If someone is not a tenant has paid towards the deposit, please tick this box and fill in the boxes below

[Redacted Signature Box]

The rent must be paid in advance. The first rental payment is for the rental period beginning on the start date specified in A2. After that rent is to be paid on the first day of every rent period which follows while the tenancy lasts.

You must pay the rent for the month, weeks or week to come (whichever applies)

[Redacted Signature Box]

[Redacted Signature Box]

[Redacted Signature Box]

[Redacted Signature Box]

1 week

2 weeks

4 weeks

every: calendar month

£368.33

the tenant or tenants

Gary Robertson (Tenant 1)
Cheryl Duncombe (Tenant 2)

the landlord or landlords

Beanstalk Lettings Ltd (Agent)
Simon Dorrell - Rent-It.tv (Landlord)

This agreement is between

Date: 12/12/2017

If you need to pay a deposit, we will deal with it under one of the Government-approved schemes as specified in this Agreement, which just also give you prescribed information relating to the deposit.

1996

under part 1 of the Housing Act 1988 as amended under part 3 of the Housing Act

Assured shorthold tenancy agreement



Beanstalk Lettings Ltd

RESIDENTIAL LANDLORDS ASSOCIATION © 2016



Except as shown in the boxes above, you confirm to us that no-one who is not a tenant has paid towards the deposit.

A We let out the property

1 Flat 2, 112 Reads Avenue, BLACKPOOL FY1 4JJ

to you (individuals) together if there is more than one of you) as well as the furniture, fixtures and household belongings that are on the list that you and we signed. The amount of rent is shown on the previous page and both you and we must keep to the terms below.

2 You will have the property and the furniture for 6 Months (Six Months)

starting on 12/12/2017 to 11/06/2018

if, at the end of this time, you wish to continue as a statutory periodic tenancy, the periods of this tenancy will be the periods of the tenancy. You must give at least four weeks' (or a month if you are a residential landlord) notice to end the tenancy on the last day of a tenancy period.

3 This agreement is a residential tenancy (as defined in section 1(1) of the Housing Act 1988). No fault arrangements under section 21 of the Housing Act 1988 apply to this tenancy once the tenancy has ended. The landlord gives you notice in writing that you must leave. The landlord must give you at least two weeks' notice in writing. For more information, you should consult the advice centre, solicitor or Citizens Advice Bureau who will tell you what this means.

4 We let you have the property to you (individually and together), and only you and N/A

5 children are allowed to live in the property without our permission, in writing (which is not unreasonably withheld).

6 No animals are allowed in the property without our permission, in writing, which we will not unreasonably withhold. We can withdraw our permission if we have a good reason.

7 You have to pay a deposit of £ 170. (if none is due insert 'nil'). The Deposit will be held by Beanstalk Lettings. It will be protected by a Government approved Tenancy Deposit Scheme, namely [redacted] Deposit Payment Scheme.

8 We can transfer the deposit to another Government approved Tenancy Deposit Scheme or change the person who holds the deposit, unless it has been paid into a Government approved custodial Tenancy Deposit Scheme) but, in either case, we will notify you of this change in writing.

9 You will not receive interest on the deposit unless it is paid into the Government's custodial tenancy deposit scheme. If it is paid into that scheme, you will receive any interest that may be due under the scheme's terms and conditions. You will get the deposit back when this agreement ends and you leave the property, as long as you have kept to all the agreements and conditions and you have paid all the rent and bills for the property. If you do not do so, we may take from your deposit:

• any unpaid utility bills (electricity, gas, water, phone) or similar sums or council tax for the property for which you are responsible;

• reasonable compensation for any broken any of your agreements, including those relating to cleaning the property or the furniture or fixtures; or

• the reasonable cost of making good or compensating us for any damage to the property or the furniture or fixtures or anything else for which you may be responsible which is not caused by fair wear and tear. This does not include any damage covered by our insurance policy (except for any insurance excess) or any damage resulting from our failure to carry out any repairs for which we are responsible. We will make allowance for the age and condition of any item as at the start of the tenancy.

- 11 Tell us about any repairs or faults that we are responsible for in the structure or outside of the property, in any installation or, if it applies in the shared areas.
- 12 Park vehicles in your garden (if there is one) or on your parking space only, and without causing an obstruction.
- 13 Pay the reasonable cost of replacing locks if you fail to return any key.
- 14 Pay any reasonable cost of getting replacement keys.
- 15 Allow possible new tenants and buyers to look at the property (on at least 24 hours' written notice) during the tenancy.
- 16 Be jointly and severally responsible for paying all the rent you have to pay under this agreement and keep to all the terms of this agreement.
- 17 Detest the fridge when necessary. You will be responsible for the reasonable cost of making good any damage that is caused because you have not done this.
- 18 Be responsible for looking after the garden. You must keep it tidy and cut any grass regularly, but you do not have to improve the garden.
- 19 Pay our reasonable costs (including materials) for watering and checking any inventory or condition schedule at the end of the tenancy and end of the garden.
- 20 At the end of the tenancy, leave the property in a good condition as at the start of the tenancy (apart from all wear and tear, and the garden).
- 21 Pay the reasonable legal costs of any proceedings brought against you in connection with (i) recovering possession of the property, or (ii) any other proceedings brought against you under this agreement (including any costs you incur in connection with (i) recovering possession of the property).
- 22 This clause applies to a Guarantor for the tenancy and that Guarantor must, because the Guarantor dies, becomes bankrupt or ceases to be a Guarantor, if it is responsible for us, within 2 months of us learning of the death, bankruptcy or ceasing to be a Guarantor, notify you in writing within 28 days of the death, bankruptcy or ceasing to be a Guarantor. Our request must give reasons and you must sign a new guarantee within 28 days of the date when the previous Guarantee ceases to have effect. You must sign a new guarantee to take effect from the date when the previous Guarantee ceases to have effect as soon as you become aware that the Guarantor has died or has become bankrupt. The condition of this tenancy that anyone occupying the property is in possession of a tenancy is subject to this clause.
- 23 You must not do the following:
 - C Alter or add anything to the structure of the property, fixtures and household belongings that are on the premises that you and we signed. You must not bring into the property any furniture, fixtures or household belongings which do not meet the Furniture and Furnishings (Fire) (Safety) Regulations applicable as at the time the furniture was manufactured. You can get information about these regulations from your local Trading Standards office.
 - 2 Anything which may be a nuisance or annoy us or the neighbours. You must not play any radio, CD, record player, television or similar equipment or musical instrument in any way that will cause a nuisance, annoy the neighbours or be heard outside the property between 11 pm and 7.30 am.
 - 3 Bring bicycles, motorcycles, and prams into the property without our permission, in writing (which we will not unreasonably withhold).
 - 4 Bring any furniture into the property without our permission, in writing (which we will not unreasonably withhold).
 - 5 Taper with any fire precautions.
 - 6 Hang pictures or posters on the walls without our permission, in writing (which we will not unreasonably withhold).
 - 7 Use nail-tack or any similar type of adhesive on the walls.
 - 8 Alter the property or any part of it, or give up the property or any part of it to someone else. And if you do so, even if we have consented, you will be liable for carrying out all the work that is set out by s22, s23 and s24 of the Landlord and Tenant Act 2014, on any sub-tenants or other occupiers you allow into the property and you will compensate us for any losses, damages, costs, or fines we face as a result of you failing to carry out any right to rent check correctly.
 - 9 Transfer the tenancy to someone else without our permission, in writing (which we will not unreasonably withhold).
 - 10 Carry on any profession, trade or business in the property.
 - 11 Display any permanent notice on the property.
 - 12 Use the property as anything other than a private home, but (so long as this is not prohibited by the terms of any lease under which we own the property) this does not prevent you working at home so long as you are not using the property to run a business and your home working is purely incidental to the use of the property as your private home.
 - 13 Block, or allow guests to block, any of the shared areas, if this applies.

14 Dry washing inside the property, except in a ventilated room suitable for such purposes.

15 Use any paraffin or portable heater.

16 Anything which breaks the terms of any lease under which we own the property so long as a copy of the lease (or the relevant terms) has already been given to you.

D We agree to do the following:

1 Keep the property insured against fire and other usual comprehensive risks as long as insurance cover is available on reasonable terms except for any policy excess.

2 Let you have free access to the steps, entrance hall, stairs and all shared areas, if this applies.

3 Be responsible for repairing and maintaining any gas heating system and making sure that all gas appliances in the property are checked each year by an engineer registered with Gas Safe, in line with the Gas Safety (Installation and Use) Regulations 1998.

4 Be responsible for making sure that any furniture you provide keeps to the Furniture and Furnishings (Fire) (Safety) Regulations when the furniture is manufactured.

5 Give you back any rent that you have paid for a period that you have been unable to live in the property because of fire or any other damage, if it was caused by a fault in an appropriate part of the property which could not be fixed in or used).

6 Keep the structure and outside walls, roof, gutters, chimneys, pipes, drains, downpipes, windows, doors, floors, stairs, and other parts of the property in good repair and proper working order.

7 Keep the gas, water, electricity, heating and water supply installations in good repair and proper working order.

8 Refund any rent you have paid which relates to a rental period which is covered by the tenancy ends.

E If we need to recover the notice on you including any notice which the tenancy ends, we will deliver it by hand or send it by first-class post to the property address that notices are served on you. If they are put through your letter box, even if you do not receive them, we will be deemed to have served them on you. If you have moved, you must give us another address to send notices to, any notice served by first-class post or by hand on us, you must deliver it by hand or send it by post to the following address:

Z Beanstalk Lettings Ltd
110 Central Drive
Blackpool
FY1 5DY

F We may repossess the property if:

- you fail to pay us rent 14 days after it is due, whether you have been asked for it or not;
- you (or any of you) become bankrupt;
- any of the grounds listed in Schedule 2 of the Housing Act 1988 as amended under the Housing Act 1986 apply (these include not paying rent, breaking a term of the tenancy and causing a nuisance or annoyance); or
- the arrangements for us to repossess the property in section 21 of the Housing Act 1988 apply.

G **IMPORTANT WARNING:** We need a court order to repossess the property. You should contact a solicitor, Citizens Advice Bureau or legal advice centre, who will tell you what this means.

We may repossess the property under Ground 1 in Schedule 2 to the Housing Act 1988 (this applies if we have lived in the property as our only or main home or plan to do so). We may repossess the property under Ground 2 in the same schedule which allows the lender to repossess it.

IMPORTANT WARNING: We need a court order to repossess the property. You should contact a solicitor, Citizens Advice Bureau or legal advice centre, who will tell you what this means.

Our signature/s: *[Signature]*
the landlord/s

Your signature/s: *[Signature]*
the tenant/s

You have the right to request a copy of the information that we hold about you. We may make a small charge for this service. We will make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is inaccurate. To request this information please write to us or email us.

Right to obtain information

Personal information which you supply to us may be used in a number of ways, for example to make decisions whether to let the property to you, for fraud prevention, for accounting and auditing purposes, for property management or for debt collection.

Why we use your personal information

In order to ensure that Council Tax, the Utilities and Service Bills including water charges are correctly collected we share information with the relevant local authority and utility/service providers. We also share this information to ensure that bills are directed to the correct person and charges and debts can be collected. By law, in certain areas information about who occupies the property has to be passed to water companies. In all other areas although this is voluntary we may pass over this information to water companies.

Council Tax and utilities/services

This does not mean that we necessarily share information with all of the above but we may do so where necessary.

Depending on the circumstances we may share information with other landlords, educational institutions, colleges and suppliers (including utility and service providers). We may also share information with other government bodies (including housing and tenant reference agencies, tenancy deposit schemes, debt collection agencies, letting and managing agents, and any future owner of the property). This does not mean that we necessarily share information with all of the above but we may do so where necessary.

Sharing data with others

Relevant information may include personal details (including name, date of birth, education details and financial details). Once legislation is in force, we may have to provide information to credit reference agencies and other tenants and prospective tenants. We are required to retain copies of the documents and have in place credit reference checks. These may be retained in electronic form.

Why we hold/process data

This notice sets out how we hold and process data we hold about you. We process personal information about our tenants and prospective tenants to provide residential accommodation which includes letting, dealing with applications for tenancies, including suitability for tenancies (including credit immigration and similar checks); property management; rent collection; maintaining our accounts and records; and administering tenancy deposits.

Residential Landlords Association
Privacy Notice from your Landlord





Addendum Agreement

Property Address: **Flat 2, 112 Reads Avenue, BLACKPOOL FY1 4JJ**

Enter additional terms (use black ink). If you are varying any term in the Tenancy Agreement itself please identify the relevant clause.


It is agreed that


1. Any term set out below is included as a term of the Tenancy Agreement.
2. Where any term set out below conflicts with any standard term of the Tenancy Agreement then the provisions set out below will prevail to the extent of any inconsistency with any such standard term.

Beanstalk Lettings Fire Provisions Attached to each Tenancy

3. You Must Do the Following
 - 3.1 Not use chip pans of any nature
 - 3.2 Not place Rubbish in communal areas, this includes bulky wooden items like beds, head boards anything that could catch fire or spread a fire further round a building
 - 3.3 We ask that you do not cook under the influence of drugs or alcohol.
 - 3.4 Do not damage equipment relating to fire safety and protection even if it is sleeping call 01253 201 000 to rectify the issue.
 - 3.5 Minimise the use of naked flames and or candles
 - 3.6 Do Not extinguish, tamper or let of fire Extinguishers we would ask the same of fire blankets are used for fire safety only
 - 3.7 Minimise Storage of your unwanted items in your personal flat
 - 3.8 Do Not Damage, Tamper or Vandalise Fire Safety Equipment this includes call points sounders smoke detectors or heat detectors. This will be considered a breach of terms and notice will be served.
4. Fire Procedure (what to do in the event of fire or a sounding alarm)
 - 4.1 In the event of the main Alarm system sounding Evacuate the building to your nearest exit leave all possessions.
 - 4.2 Do not silence the alarm.
 - 4.3 Assess if there is a fire based on other tenants concerns and or what you can see from outside the building smoke coming out the building and call 999!
 - 4.4 Call Beanstalk Lettings on 01253 201 000 Stay out the building until fire officers say it's safe to return.
 - 4.5 If it is a fault and a false alarm call Beanstalk Lettings to get and engineer out to fix the alarm at the earliest possible time.

Any terms included on this Addendum Agreement have been specifically agreed between by the landlord/agent and the tenant. They must be legally acceptable. The wording of any terms included in this Addendum Agreement is not approved by the Plain English Campaign. The RLA does not have any involvement with any of the terms included on this Addendum Agreement.

Our signature: 

Your signature (or signatures): 



Addendum Agreement

Property Address: **Flat 2, 112 Reads Avenue, BLACKPOOL FY1 4JJ**

Enter additional terms (use black ink). If you are varying any term in the Tenancy Agreement itself please identify the relevant clause.

It is agreed that:

1. Any term set out below is included as a term of the Tenancy Agreement.
2. Where any term set out below conflicts with any standard term of the Tenancy Agreement then the provisions set out below will prevail to the extent of any consistency with any such standard term.

3. BEASTTALK LETTINGS ASB POLICES RELATING TO NUISANCE AND ANTI-SOCIAL BEHAVIOUR

3.1 You, those living with you, and your visitors, must not harass or act in an antisocial manner to, or pursue a course of anti-social conduct against, any person in the neighbourhood. Such people include residents, visitors, our employees, agents and contractors and those in your house.

3.2 'Anti-social' means causing or likely to cause alarm, distress, nuisance or annoyance to any person or causing damage to anyone's property. Harassment of a person includes causing the person alarm or distress. Conduct includes speech. A course of conduct must involve conduct on at least two occasions.

You, those living with you, and your visitors must not:

- make excessive noise. This includes, but is not limited to, the use of televisions, hi-fi's, radios, musical instruments and DIY tools;
- fail to control your pets property or allow them to foul or cause damage to other people's property;
- allow visitors to your house to be noisy or disruptive;
- use your house, or allow it to be used, for illegal or immoral purposes;
- vandalise or damage our property or any part of the common parts or neighbourhood;
- leave rubbish in unauthorised places;
- allow your children to cause nuisance or annoyance to other people by failing to exercise reasonable control over them;
- harass or assault any person in the house, or neighbourhood, for whatever reason. This includes that person's race, colour or ethnic origin, nationality, gender, sexual, disability, age, religion or other belief, or other status;
- use or carry offensive weapons. 3.4 In addition, you, those living with you, and your visitors must not do the following in an anti-social way:

- run a business from your house;
- park any vehicle, caravan or trailer;
- carry out work to any type of vehicle, caravan or trailer;
- use or sell alcohol or drugs;
- The prohibitions on behaviour listed in paragraphs 3.3 and 3.4 do not in any way restrict the general responsibilities contained in paragraph 3.1 above.

3.3 You, those living with you, and your visitors, must not bring into the house or store in the house any type of firearm or ammunition unless you have a permit.

3.4 You will be in breach of this Agreement if you, those living with you, or your visitors do anything, which is prohibited in this part of the Agreement.

3.5 If you have a complaint about nuisance, annoyance or harassment being caused by a neighbour (or anyone living with him/her or his/her visitors), you may report it to us. We will investigate your complaint within fourteen days. If, after investigation, there are good grounds in our opinion for your complaint, we will take reasonable steps to try to prevent the behaviour happening again. These steps may include mediation or legal action. A copy of our written policy about dealing with these kinds of complaints is available from us.

3.6 We will act fairly to you in all matters connected with your tenancy. We will not unfairly or unlawfully discriminate against you in any way on the grounds of your race, colour, ethnic origin, nationality, gender, sexual, disability, age, religion or other belief or other status. If you believe we have acted unfairly to you in any way, you may wish to use our complaints procedure. You may also wish to take independent advice.

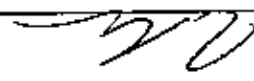
3.7 Domestic Violence, although we do not have a strict policy for this we would consider it Serious Anti-Social Behaviour and would respond within 1 day.

Any terms included on this Addendum Agreement have been specifically agreed between by the landlord/agent and the tenant. They must be legally acceptable. The wording of any terms included in this Addendum Agreement is not approved by the Plain English Campaign. The RLA does not have any involvement with any of the terms included on this Addendum Agreement.

Our signature:

Your signature (or signature):

Signed: _____ (Landlord / Agent)



Dated: 12/12/2017

_____ FY15DY

_____ Blackpool

_____ 110 Central Drive

_____ C/O Beanstalk Lettings Ltd

and the address for service of documents (including documents in proceedings) upon the landlord is:

_____ Simon Dorrell Rent-it

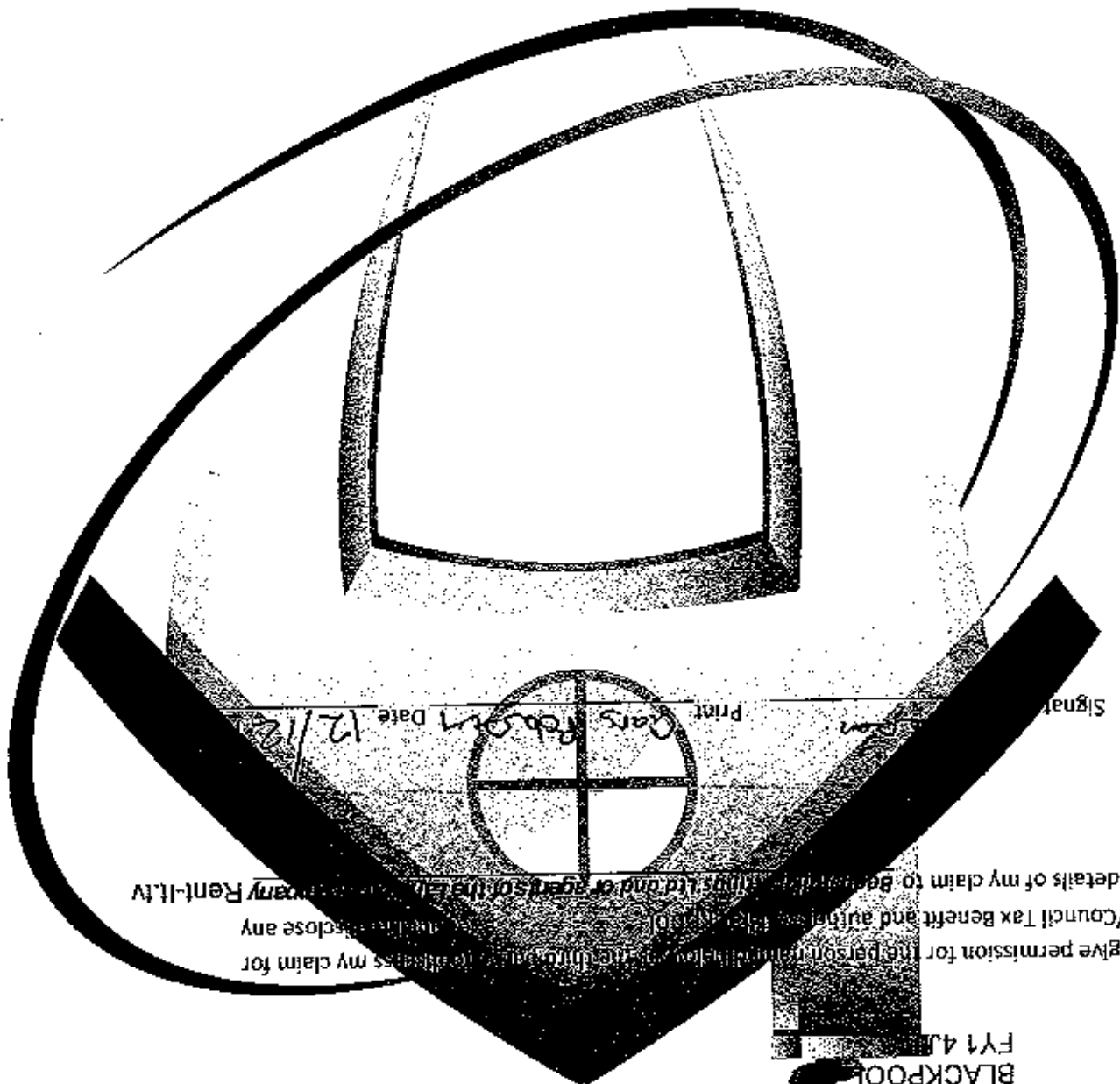
I hereby give you notice that your landlord is:

Landlord and Tenant Act 1987 - Section 48

NOTICE

Landlord & Tenant Act 1987
Section 48





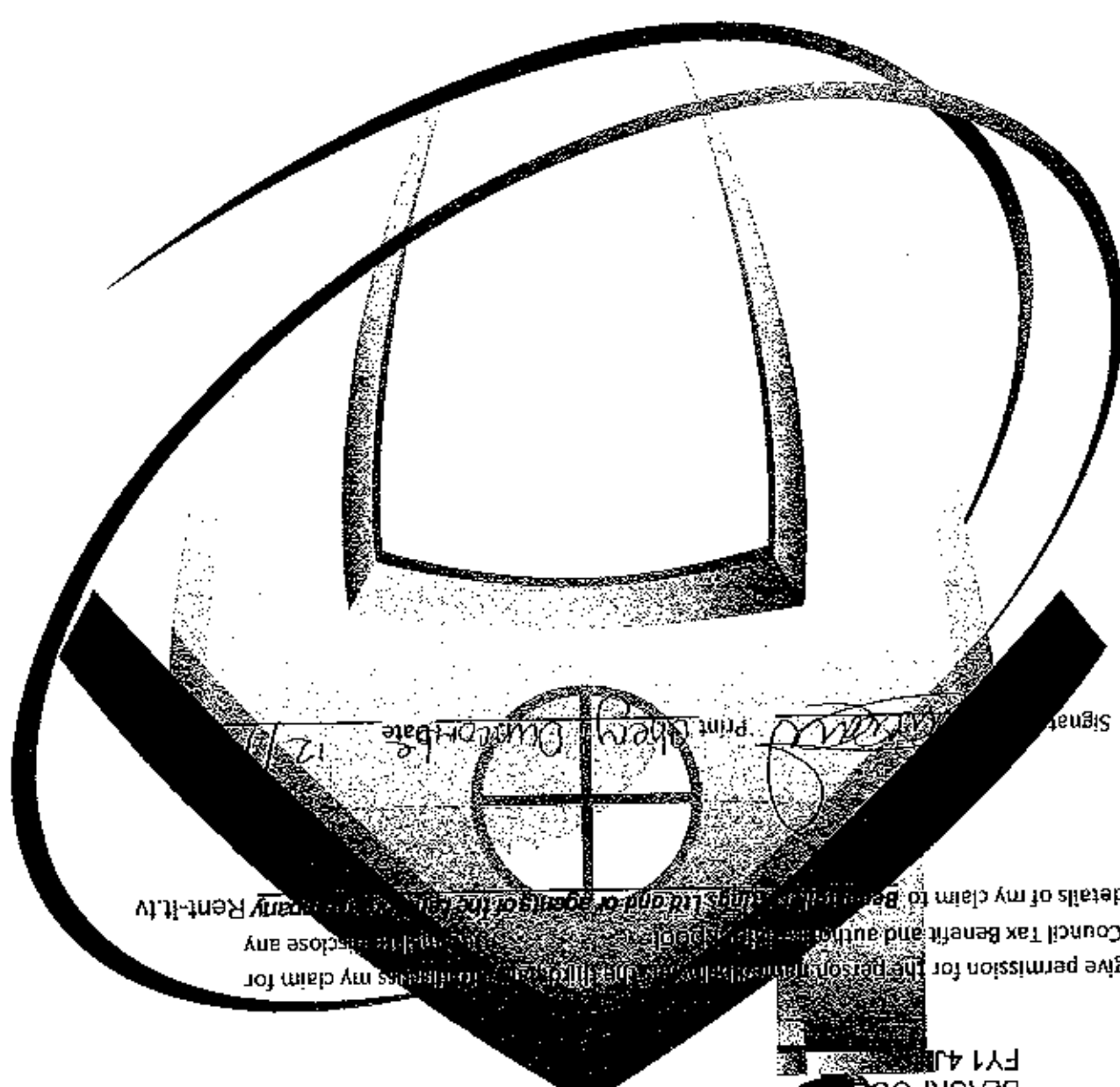
I hereby give permission for the person named in the above to discuss my claim for Housing/Council Tax Benefit and other benefits with you. I enclose any relevant details of my claim to Beanstalk Lettings Ltd and or agents on the left any Rent-It-4

Print Gary Robertson Date 12/12

Claimants Name: Gary Robertson
Address: Flat 2,
112 Reads Avenue,
BLACKPOOL
FY1 4JL

Telephone Number: 07379497134
Reference Number: PW690530C

Beanstalk Lettings Ltd
110 Central Drive
Blackpool
FY1 5DY



Beanstalk Lettings Ltd
110 Central Drive
Blackpool
FY1 5DY

Telephone Number: 07379497134
Reference Number: JM199346C

Claimants Name: Cheryl Duncombe
Address: Flat 2,
112 Reads Avenue,
BLACKPOOL
FY1 4JL

I hereby give permission for the person named above to discuss my claim for Housing/Council Tax Benefit and authorise the disclosure of any relevant details of my claim to Beanstalk Lettings Ltd and/or agents of the company Rent-It-iv

Signature: Cheryl Duncombe
Print Name: Cheryl Duncombe
Date: 12/11/11

Serial No.

B5793322

LANDLORD/HOME OWNER GAS SAFETY RECORD



This form allows the recording of the results of the required checks as defined by the Gas Safety (Installation and Use) Regulations. The information recorded on this form does not confirm that the installation was installed by a Gas Safe registered engineer or that the installation complies with any relevant Building Regulations. Chimney systems were inspected visually and checked for satisfactory evacuation of products of combustion, a detailed internal inspection of the chimney system has not been carried out.

Registered Business Details: REG NO 96481 (Print name)
 Gas operative D. Wilcock
 Operative licence No. 4011570
 Company MFB Builders
 Address 67/69 Elizabeth St
Blackpool
 Postcode FX4 3NB Tel No. 01253 626126

Job Address
 Name (Mr/Ms/Miss/Ms) Planks
 Address Flat 2
112 Leeds Avenue
Blackpool
 Postcode FX1 4SS
 Tel No. _____

Landlord (or where appropriate their agent)
 Name (Mr/Mrs/Miss/Ms) DOAN STOK LATIMUS
 Address 110 Central Drive
Blackpool
 Postcode FX1 5DY Tel No. 201000
 Number of appliances tested

APPLIANCE DETAILS

Location	Appliance type	Make	Model	Landlord's appliance Yes/No/NA	Appliance inspected Yes/No	Flue type OF/RS/FL
1 Kitchen	Combi Boiler	Mann	Combi 24 HE	YES	YES	RS
2						
3						
4						

INSPECTION DETAILS

Operating pressure in mbar or heat input in kW	Initial combustion analyser reading (if applicable)	Final combustion analyser reading (if applicable)	Safety device(s) correct operation Yes/No/NA	Ventilation provision satisfactory Yes/No	Visual condition of chimney/termination satisfactory Yes/No/NA	Flue performance checks Pass/Fail/NA	Appliance serviced Yes/No	Appliance safe to use Yes/No	Approved CO alarm fitted Yes/No/NA	Is CO alarm in date Yes/No/NA	Testing of CO alarm satisfactory Yes/No/NA
1 24kPa	✓	✓	YES	YES	YES	PASS	NO	YES	NO	NO	NA
2											
3											
4											

DEFECT(S) IDENTIFIED

- 1 No Bonding at meter
- 2 Hot water intermittent
- 3 NO CO detector in kitchen
- 4

REMEDIAL ACTION TAKEN


- 1 Landlord Assessed
- 2 New Diaphragm fitted to Diater Valve
- 3 Landlord advised, new alarm supplied and fitted
- 4

Gas installation pipework satisfactory visual inspection Yes/No
 Emergency Control Valve (ECV) accessible Yes/No
 Satisfactory gas tightness test Yes/No/NA
 Protective equipotential bonding satisfactory Yes/No

NEXT SAFETY CHECK DUE WITHIN 12 MONTHS

This Safety Record issued by: Signed D. Wilcock
 Print Name: D. Wilcock
 Received by: Signed [Signature]
 Date appliance(s)/chimney(s) checked: 19-7-17

Landlord Or Management Company Permission

Name of installation company	Wise Energy	
Full name of customer (title, first name, surname)	if multiple premises, please see attached Multiple Premises spreadsheet Mr Gary Robertson and Mrs Cheryl Duncombe	
Address/es of works (building number/name, street name, town/city, county, postcode)	Flat 2, 112 Reads Avenue, BLACKPOOL FY1 4JJ	
Measure(s) name	Measure(s) to be installed (tick all that apply)	
Cavity wall insulation		
Boiler repair		
Boiler replacement	✓	
District Heating System		
Draught proofing		
Electric storage heater repair		
Electric storage heater replacement		
External wall insulation		
Flat roof insulation		
Heating controls		
Hot water cylinder insulation		
Internal wall insulation		
Loft insulation		
Micro-generation measure		
Park home insulation		
Party cavity wall insulation		
Room in roof insulation		
Under floor insulation		
Window glazing		
Other ECO measure (please state)		
Landlord¹ / Management Company Declaration:		
I confirm that I am the landlord / management company of the above property/properties and hereby give my consent for the works as indicated above to be completed. I understand that I may be contacted by any organisation carrying out the installation works or providing the funding, Ofgem or an energy supplier to verify this letter of permission. By signing this letter I acknowledge that funding is being claimed through the Energy Companies Obligation (ECO) and I will not seek to claim any ECO funding elsewhere for these installations.		
Company name (landlord or management company)	Beanstalk Lettings Ltd	
Company address (Building number/name, street name, town, city, county, postcode)	110 Central Drive Blackpool, Lancashire, FY1 5DY	
Daytime phone number	01253 201000	
Signatory's Job Title/Position	Development and Maintenance Manager	
Signatory's full name	Rebecca Leach	
Signature	 Date: 02/03/2018	

¹Landlord includes property owner and social housing providers (SHPs).

- a decision to pay Housing Benefit to you,

As the landlord or agent you have rights of appeal about:

- changes in the rent charged,
- your tenant leaves,
- your tenant has someone join them in the property,
- any other change in your tenant's circumstances that you become aware of.

It is very important that you check the details given in this letter. You must tell the Benefit Section at Blackpool Council immediately, in writing, of any changes that may affect the benefit we pay to you. Examples of these are:

You should arrange with your tenant for any balance to be paid to you

Payment will be made by BACS payments into your bank or building society account.

Thereafter you will receive £340.00 every four weeks.
 December 2017
 This payment will be for £157.86 and covers the period from 12 December 2017 to 25
 A payment will be issued to you on 25 December 2017.

FROM	TO	WEEKLY AMOUNT
12 Dec 2017	02 Apr 2018	£385.00

The awards are as follows:

Re: Your tenant, MR GARY ROBERTSON
 of FLAT 2 1ST FLOOR, 112 READS AVENUE, BLACKPOOL
 Housing Benefit payments for MR GARY ROBERTSON of FLAT 2 1ST FLOOR, 112 READS AVENUE
 will be made to you.

Dear Sir/Madam

Beanstalk Lettings Ltd
 110 Central Drive
 Blackpool
 Lancashire
 FY1 5DZ

RECEIVED 20 DEC 2017

Tel: 01253 478847
 Fax: 01253 478900
 Email: benefits@blackpool.gov.uk
 Date: 15.12.2017
 Reference: 400780825/5761505

Blackpool Council
 Benefits Department
 PO Box 50
 Corporation Street
 Blackpool
 FY1 1NF

Blackpool Council



The home of deposit protection

PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS*

The Deposit Protection Service – Custodial scheme

NOTE: The landlord must supply the tenant with the Prescribed Information regarding any tenancy deposit required to be dealt with under the custodial tenancy deposit scheme.

To: (insert names of all tenants and any other (third party) paying a tenancy deposit on behalf of a tenant)

1. The name, address and contact details of the Scheme Administrator of the Tenancy Deposit Scheme that is safeguarding your tenancy deposit is:

The Deposit Protection Service (The DPS)
The Pavilions
Bridgwater Road
Bristol
BS99 6AA

Telephone No. 0330 303 0030

Online: Enquiry Forms are available through the Virtual Customer Service Agent or the Frequently Asked Questions at www.depositprotection.com

2. Information contained in a leaflet supplied by the Scheme Administrator to the Landlord explaining the operation of the provisions contained in the statutory scheme.

See attached Terms and Conditions

3. Information on the procedures applying for the release of the deposit at the end of the tenancy.

See attached Terms and Conditions

4. Procedures that apply under the Scheme where either the Landlord or the Tenant is not contactable at the end of the tenancy.

See attached Terms and Conditions

5. Procedures that apply under the Scheme where the Landlord and the Tenant dispute the amount to be repaid to you in respect of the deposit.

See attached Terms and Conditions

6. The facilities available under the Scheme for enabling a dispute relating to the deposit to be resolved without recourse to litigation.

There is an alternative Dispute Resolution Scheme available enabling an independent adjudicator to decide on any dispute.

See attached Terms and Conditions for further information

* In accordance with The Housing (Tenancy Deposits) (Prescribed Information) Order 2007.

7. Tenancy specific information

(a) Amount of deposit paid. (insert amount of deposit paid; in the case of a joint tenancy it should be the total amount paid)

£ 170
.....

(b) Address of property to which the tenancy relates. (insert address of property including post code) **Flat 2, 112 Reads Avenue, BLACKPOOL FY1 4JJ**
.....
.....
.....

(c) Name, address and details of landlord(s)

Name: **Simon Dorrell**
.....
Address (including
postcode): **110 Central drive Blackpool, Lancashire, FY1 5DY**
.....
.....
Telephone number(s): **01253 201000**
.....
Email address(es):
.....
Fax Number(s):
.....

(d) Name, address and contact details of the Tenant(s) (in the case of joint tenants insert this information for all tenants).

Gary Robertson & Cheryl Duncombe
(1) Name:
Address (including postcode): **Flat 2, 112 Reads Avenue, BLACKPOOL FY1 4JJ**
.....
.....
Telephone number(s):
.....
Email address(es):
.....
Fax Number(s):
.....

Contact address to be used by The Landlord at the end of the tenancy:

.....
.....
.....

(2) Name:
Address (including postcode):

.....
.....
.....

Telephone number(s):
Email address(es):

.....
.....

Fax Number(s):
Contact address to be used by The Landlord at the end of the tenancy:

.....
.....
.....

(3) Name:
Address (including postcode):

.....
.....
.....

Telephone number(s):
Email address(es):

.....
.....

Fax Number(s):
Contact address to be used by The Landlord at the end of the tenancy:

.....
.....
.....

(4) Name:
Address (including postcode):

.....
.....
.....

Telephone number(s):
Email address(es):

.....
.....

Fax Number(s):
Contact address to be used by The Landlord at the end of the tenancy:

.....
.....
.....

(5) Name:
Address (including postcode):

.....
.....
.....

Telephone number(s):

Email address(es):

Fax Number(s):

Contact address to be used by The Landlord at the end of the tenancy:

Note: please see Note 2 below regarding the tenant's or lead tenant's responsibility to register their contact address with The DPS and to ensure that their address is updated at the end of the tenancy.

(e) Name of Third Party making the payment:

Name:

Address (including
postcode):

Telephone number(s):

Email address(es):

Fax Number(s):

Note: If there are additional third parties, please attach a continuation sheet with the same information for the further third parties.

(f) Circumstances when all or any part of the deposit may be retained by the Landlord: Refer to the following Clause(s) [please insert relevant clause reference below] of the Tenancy Agreement:

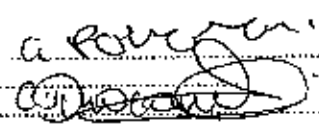
I/We (being the Landlord) certify that -

(i) The information provided is accurate to the best of my/our knowledge and belief

(ii) I/We have given the Tenant(s) the opportunity to sign this document by way of confirmation that the information is accurate to the best of the Tenant(s) knowledge and belief

Landlord(s):  Signature(s):

Dated: 12.12.2017

Tenant(s):  Signature(s):

.....
Dated: 12.12.2017

NOTES

(1) The tenant(s) and relevant persons (if any) agree that the lead tenant has been nominated by all the joint tenants and any relevant persons and that the responsibilities of the lead tenant are fully understood by all tenants. The responsibilities are detailed in Section 8 of the attached Terms and Conditions.

(2) It is the tenant's or lead tenant's (where relevant) responsibility to register their contact address with The DPS and to ensure that address is updated at the end of the tenancy.

(3) The document is provided by The DPS by way of information only. The DPS accepts no liability for its contents. It is the Landlord(s) responsibility to ensure it is completed accurately, served on the Tenant(s) within 30 days of receipt of the deposit and to give the Tenant(s) an opportunity to check and sign this document.

Deposit Schedule

Beanstalk Lettings Ltd
 110 Central Drive
 Blackpool
 FY1 5DY

To: Gary Robertson & Cheryl Duncombe
 Flat 2, 112 Reads Avenue
 Blackpool
 FY1 4JJ

Deposit Address	Description	Payment terms	Payment Completion
Flat 2, 112 Reads Avenue	Deposit Payment Plan	1 Payments	19/12/17

Description	Payment	Balance
Full Deposit		£170
Payment 1: 19/12/2017	£170	£0

I/we the tenants agree to pay the Landlord(s)/Agent 1 Payment to make up the Total sum £170 for our Deposit

I the Landlord/Agent agree that I will registered the Deposit with a Deposit Protection Scheme Inside the specified time frame.

Tenant(s) Print G. Robertson Sign G. Robertson Date 12/12/2017

Landlord(s) Print L.Redman Sign [Signature] Date: 12/12/2017