

ATTENTION TENANTS

**IN ORDER TO PROCESS YOUR REFERENCE EFFICIENTLY
WE REQUIRE THE FOLLOWING:-**

IF EMPLOYED:

A LETTER FROM YOUR EMPLOYERS HUMAN RESOURCES
DEPARTMENT CONFIRMING YOUR EMPLOYMENT DETAILS

AND/OR

YOUR TWO MOST RECENT PAYSLEIPS/8 MOST RECENT IF PAID WEEKLY

IF SELF EMPLOYED:

ACCOUNTANTS/AUDITORS DETAILS

IN ALL CASES:

A COPY OF YOUR DRIVING LICENCE OR A COPY OF PASSPORT

PROOF OF YOUR ADDRESS FOR THE LAST 3 YEARS, WHICH INCLUDES
YOUR NAME, ADDRESS AND DATE OF ISSUE

EXAMPLE, UTILITY BILL, BANK STATEMENT, CREDIT CARD BILL;

ANY OF THESE FROM THE LAST 3 YEARS

**FAILURE TO PROVIDE THE ABOVE INFORMATION AT THE OUTSET WILL
RESULT IN A DELAY IN THE PROCESSING OF YOUR APPLICATION**

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Limited who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Limited offering you the opportunity to sign up to the services of its preferred utility supplier, British Gas.

By agreeing to the terms outlined, you indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Hallmark Corporate Services Limited and its selected third party utility providers, such as Home Telecom.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

Signed.....

Dated.....

Please tick this box ONLY where you DO NOT wish to receive a Utility Pack from Hallmark Corporate Services Limited in order to be offered the opportunity to sign up to the services of Hallmark Corporate Services Limited's preferred utility supplier, British Gas

Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Pinewood Property Lettings Ltd. Of 33 Holywell Street, Chesterfield, Derbyshire, S41 7SA

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

Disclosures of your personal details

We may pass your personal details to our Property Management Partner, Hallmark Corporate Services Limited to enable us to provide you with our services.

In turn, Hallmark may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other utility services that you request.

We may also share your information with:

credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights.

Marketing information

We would also like to use your personal details:

to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Those third parties include our Property Management Partner, Hallmark Corporate Services Limited and Hallmark's preferred energy and other utility supplies. For the purposes of the scheme "utilities" includes gas, Electricity, Water, Council tax and Telecommunications.

Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Please send any questions, comments, complaints or requests regarding this privacy notice to: info@pinewoodlettings.co.uk