

TENANT APPLICATION

APPLICANT NAME _____

DATE OF APPLICATION _____

ADDRESS/TYPE OF PROPERTY INTERESTED IN

1. _____

2. _____

EQUAL HOUSING OPPORTUNITY

PLEASE FILL IN AS MUCH DETAIL AS YOU CAN.

ENSURE GDPR IS SIGNED

TENANTS INFORMATION

THE FOLLOWING INFORMATION REQUIRED

1. Full photographic identification for all applicants i.e. Driving Licence, Passport
2. Contact details for current and previous two addresses
3. National Insurance Number
4. Three months Bank Statements
5. Three months' payslips or proof of Benefits
6. Two character references
7. Utility Bill from present address
8. In some circumstances we may let to under 25's. In cases where the applicant is under the age of 25, a Guarantor application must be submitted. The Company will advise the applicant if their application has been successful.

We reserve the right to decline application if the above information is not supplied

Once the application has been completed we will advise the applicant as to whether or not they have been successful.

We reserve the right to decline the application if the above information is not supplied.

Costs to be aware of

As soon as a decision has been made to rent a property, to secure the property we require immediate payment of a Holding Deposit this is required on all properties. The amount required will be the equivalent of one week's rent.

If you wish to withdraw from the Application/Agreement from the date of payment received, you have seven days, if you fail to contact us within those seven days the Holding Deposit will not be refunded.

Any change to the Tenancy Agreement, once it has been issued i.e. change of names/addition or removal of Tenant etc., will be charged at £50 per change of the Tenancy Agreement, capped at £50 or reasonable costs incurred if higher, plus 20% VAT.

One month's rent in advance

The rent is generally quoted on a calendar month basis and is **payable in advance** prior to moving into the property.

You will be given a copy of your Tenancy Agreement when signed. Further copies of the Agreement are charged at £15.00 if lost, misplaced or required.

Five Week's Tenancy Deposit

On completion of the Tenancy Agreement, the Tenants Deposit which is equivalent to five week's rent will be forwarded to the Deposit Protection Scheme (DPS) which could be reclaimed in the future.

Assured Shorthold Tenancy Agreements

Once a tenant signs up to this agreement for a particular property then they are committed to the contract to rent the property for a minimum period of six months as is the Landlord. Early termination of the Tenancy by the Tenant before the six month period is completed will require full payment of the rent agreed up to the end of the six month tenancy.

Should a tenant decide that they wish to leave the property before the six month period is completed, then they are liable for the full six months of the rental costs.

Arrears

Failure to make rent payment on the due date will incur interest that will be charged to the Tenant, this will be charged at the Bank of England base rate to begin on the day after payment was due. This rate is generally around 3.75%

Tenants can avoid this charge by:

- Paying their rent on the due date.
- Notifying us early of a problem and agreeing a "payment plan" that will still be subject to the Interest Charge.

ON ENTRY TO PROPERTY

1. Once a tenancy has been agreed and signed, your Tenants Deposit will be placed in a deposit scheme which is required by law. You will then be given a certificate to sign and keep.
2. Check the Inventory thoroughly. You have seven days to make representations of accuracy of the Inventory. Please pay particular attention to the conditions of the articles.
3. The gas, electricity and telephone charges are your responsibility as well as any transfer charges, deposits etc. connected to this.
4. Utilities - Prospective tenants should be made aware that, in properties which have a gas supply controlled by a card meter, the gas supplier must be made aware of any new tenant before they will issue a new card. A minimum of forty-eight hours' notice must be given to the gas supplier to enable an engineer to call at the property to reset the meter.
This must be done before a new card is issued.
5. Insure your own personal items. Further details are available on request from Morecambe Bay Property; details will be included in your Tenancy Pack.

DURING THE TENANCY

1. For all repairs such as plumbing, electrical and building problems, it is essential that you contact the office. The Agency will then arrange for works to be carried out with the permission of the Landlord. If you call out a workman, you will be responsible for paying the bill.
2. During the Tenancy, inspections will be carried out, 95% of the Tenancies currently with MBP, are to a very high standard. Further inspections will only be made on a six months basis, but we do reserve the right to increase the number of visits to ensure that properties are maintained to a high standard. The office will contact you at least 24 hours prior to the appointment.
3. Renewing the Agreement is sometimes possible and we suggest that you contact us three months before the expiry date of your Agreement so that we may discuss in detail with the Landlord.

Default Charges

Failure to pay rent on the due date, interest will be charged on top of the rent, this will depend on the Bank of England rate on the date charges are to commence.

Tenants are liable for the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord & any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour, if appropriate, for the time taken replacing any lost keys or security devices.

Termination of Tenancy

If you wish to vacate the property on the last day of your fixed term tenancy, we would require fourteen days notice in writing.

If you wish to terminate your Tenancy after the initial six month period, we would require one months' notice in writing.

Should a tenant decide that they wish to leave the property before the sixth month period is finished then they are liable for the full six months rental costs.

Pet Policy

Pets are considered on each property depending on the type and size of animal, however this would be at the Landlords discretion as to whether they allow a tenancy to be taken up on his/her property. In this situation, a charge would be deducted from your Tenant Deposit to carry out any necessary fumigation and carpet cleaning at the end of your Tenancy. A Pet Agreement outlining the charge and conditions must be signed when signing the Tenancy Agreement. Where pets are brought in during the Tenancy without permission, this will be classed as a breach of tenancy and we will insist on their immediate removal.

OTHER INFORMATION

1. A Holding Deposit is required to secure the property.
2. Tenancy Deposit will not be refunded if you leave before the Tenancy is finished (six months).
3. Tenancy Deposit will only be reimbursed after we check the property.
4. Tenancy Deposit will not be refunded on departure when there are rent arrears.
5. It is your responsibility to make provision that the rent is paid. I.e. you make sure Housing Benefit/Universal Credit is informed of all events once your Tenancy is taken.
7. **Any shortfall of the rent paid by the Housing Benefit has to be paid by you.**
8. It would be wise to contact or telephone Housing Benefit or Universal Credit every two weeks To make sure your claim is being processed and there are no problems.
9. If you wish to vacate the property on the last day of your fixed term tenancy, we would require fourteen days notice in writing.
If you wish to terminate your Tenancy after the initial six month period, we would require one months' notice in writing.
10. If we require possession of the property we will give you two months notice in writing.
11. We also require a Holding Deposit equivalent to one week's rent. If you choose to withdraw from the agreement, you have to do so within seven days of the date the payment was made.
If you fail to notify us of this within the seven days the Holding Deposit will be non-refundable.

I hereby confirm that I have read and understood the Terms & Conditions

Application Signature _____ Date _____

Application Name _____

Tenancy application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

SECTION -1 TO BE COMPLETED BY LETTING AGENT OR LANDLORD

Letting Agency or Landlord name: Date:

Property Address (Property to be let):

Postcode:

Management status: (Check applicable) Fully managed ☐ Let only ☐ Independent landlord ☐

Monthly rent Monthly rent share Number of tenants:

Proposed tenancy start date: Tenancy term (no of months):

Reference type: (Check applicable) Express reference ☐ Advanced reference ☐ Guarantor reference ☐

SECTION -2 PERSONAL DETAILS TO BE COMPLETED BY TENANT OR GUARANTOR

Title: First Name Middle Name

Surname Marital status: Single ☐ Married ☐ Not Married ☐ Widowed ☐

Date of birth: Nationality: Email:

NI No. Phone: Mobile:

Previous or alias names: Date from: Date to:

Previous or alias names: Date from: Date to:

Current Address (Three years history must be provided)

Postcode:

Date from:

Current residential status (Check applicable) Homeowner ☐ Tenant ☐ Living with family ☐ Living with friends ☐

Previous Address

Postcode:

Date from: Date to:

Tenancy application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

Previous Address 2

Postcode:

Date from: Date to:

Previous Address 2

Postcode:

Date from: Date to:

SECTION -3 CURRENT LANDLORD/LETTING AGENT DETAILS

Landlord or Letting Agency name:

Address:

Postcode:

Fax: Email:

SECTION -4 ADDITIONAL DETAILS

Employment status: (Check applicable) Employed ☐ Unemployed ☐ Self-Employed ☐ Student ☐
Retired ☐ Semi retired ☐ Independent Means ☐

If you are Unemployed or paying the rent from your own Independent Means give details in section 9.

If you are retired or semi retired do you have a pension? Yes ☐ (If yes give details in section 10) No ☐

Occupation:

Do you have any children under 18 or dependents over 18? (If yes please give names and dates of birth below)

Name: Date of birth:

Name: Date of birth:

Name: Date of birth:

Name: Date of birth:

Name: Date of birth:

Tenancy application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

Do you have any additional income sources, receive benefits, credits or allowances? Yes ☐ No ☐
(If yes please give details in section g)

Do you have any pets? No ☐ Yes ☐ (If yes please give more details)

Do you smoke? (Tick applicable) Yes ☐ No ☐ Is your job going to change in the near future? Yes ☐ No ☐

SECTION -5 EMPLOYMENT DETAILS

Employment type: (Check applicable) Full time ☐ Part time ☐ Contract worker ☐ Temporary worker ☐

Employer name:

Address:

Postcode:

Contact name: Position:

Phone number: FAX number:

Email address: (Email will help process results faster)

Gross basic annual salary Regular overtime Date started

Regular commission Annual bonus Payroll number:

Employment Details 2 (If you have a second job)

Employment type: (Check applicable) Full time ☐ Part time ☐ Contract worker ☐ Temporary worker ☐

Employer name:

Address:

Postcode:

Contact name: Position:

Phone number: FAX number:

Email address: (Email will help process results faster)

Gross basic annual salary Regular overtime Date started

Regular commission Annual bonus Payroll number:

Tenancy application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

Future Employment (If your job is due to change in near future)

Employment type: (Check applicable) Full time ☐ Part time ☐ Contract worker ☐ Temporary worker ☐

Employer name:

Address:

Postcode:

Contact name: Position:

Phone number: FAX number:

Email address: (Email will help process results faster)

Gross basic annual salary Regular overtime Date started

Regular commission Annual bonus Payroll number:

SECTION -6 SELF-EMPLOYMENT (If you have self-employment)

Self employment type: (Check applicable) Self-employed ☐ Self-Cert ☐ Sole Trader ☐

Self-employed partner of a business ☐ Director of a limited company ☐

Trading or company name:

Gross annual income: Date self-employment started:

Are accounts audited by an accountant? Yes ☐ No ☐ (If no supporting evidence of self-assessment will be requested)

Trading address line (If different from home address):

Postcode:

SECTION -7 ACCOUNTANT DETAILS (If self-employed with an audited accountant)

Employer name:

Address:

Postcode:

Contact name: Phone:

Email: FAX number:

Tenancy application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

SECTION -8 CREDIT HISTORY (IMPORTANT- FAILURE TO DECLARE ANY SATISFIED OR UNSATISFIED ADVERSE CREDIT HISTORY MAY HAVE A NEGATIVE EFFECT ON YOUR REFERENCE RESULTS)

Have you ever been made Bankrupt? Yes ☐ No ☐ Do you have any active or satisfied IVA's? Yes ☐ No ☐

Do you have any active or satisfied CCJ's? No ☐ Yes ☐ (If yes please give details and check below)

Amount: Satisfied ☐ ☐

Amount: Satisfied ☐ ☐

SECTION -9 OTHER MEANS/ADDITIONAL INCOME (Give details of any additional sources of income, benefits, maintenance, tax credits, independent means etc. Evidence will be requested by the letting agent or landlord)

Additional income name: Annual income:

Additional income name: Annual income:

Additional income name: Annual income:

Additional income name: Annual income:

Additional income name: Annual income:

Additional income name: Annual income:

SECTION -10 PENSION DETAILS (Evidence will be requested of pensions income by the letting agent or landlord)

Pension provider:

Pension type (Check applicable) State pension ☐ Personal pension ☐ Occupational pension ☐ Workplace pension ☐

Address:

Postcode:

Contact name: Phone:

Email: FAX number:

Annual income Pension number:

Tenancy application form

Complete one form per tenant or guarantor in BLOCK CAPITAL LETTERS, tick where applicable

Pension provider 2 (If you have more than one pension)

Pension provider:

Pension type (Check applicable) State pension ☐ Personal pension ☐ Occupational pension ☐ Workplace pension ☐

Address:

Postcode:

Contact name: Phone:

Email: FAX number:

Annual income Pension number:

SECTION -11 NEXT OF KIN

Name:

Address:

Postcode:

Relationship to you: Phone:

SECTION -12 CONSENT DECLARATION

I confirm that the information supplied in this application is true and complete to the best of my knowledge and give consent to LetHQ Limited to check this information by whatever mean they see necessary. I consent to LetHQ Limited searching information held by a credit reference agency and I understand that this will be recorded and a search footprint will be retained on my credit file and information relevant to this risk assessment will be passed to the landlord or agent of the property I have applied for. I agree that information supplied by me will be held in accordance with the Data Protection Act 1998 and understand that I have the right to request a copy of any information held.

TO MY CURRENT EMPLOYER OR ACCOUNTANT

I hereby authorise you to respond to LetHQ Limited and provide them with any reference information they require which will include details of my employment or self-employment, start dates, gross salary or income and details of any additional bonus or commissions I may receive.

TO MY CURRENT LANDLORD OR LETTING AGENT

I hereby authorise you to respond to any reference enquire received from LetHQ Limited and provide them with any details of how I conducted my tenancy which will include details of history of payments and the condition of property.

PLEASE ENSURE YOU HAVE PROVIDED THE LETTING AGENT OR LANDLORD WITH: -

1, PROOF OF YOUR RIGHT TO RENT IN THE UK 2, YOUR LAST THREE MONTHS PAY SLIPS OR BANK STATEMENTS 3, ANY SUPPORTING DOCUMENTATION OF ANY OTHER MEANS, ADDITIONAL INCOME SOURCES OR PENSIONS THAT MAY BE REQUIRED AS EVIDENCE OF INCOME.

If you have provided any referees as a part of your application please inform them we will be contacting them for referencing and to respond to us as soon as possible to ensure your reference results are dealt with promptly.

HOMESHIFT

LetHQ have partnered with Homeshift - the easiest way to set up your utility bills. Homeshift can help you by shopping around to find you the best utility deals on the market. Homeshift can even help you set up and pay for your water and council tax bills. Do you consent for LawDeck Ltd (Trading as Homeshift) to contact you by choosing to opt in? By choosing to opt in you consent to your details being shared with LawDeck Ltd. (Homeshift) in order to ensure the orderly continuation of utilities and household services. If you DO NOT wish to receive such communications, then please DO NOT tick this box. **OPTIN** ☐

Signature:

Print name

Date



Consent Declaration

Tenant referencing **made easy**

Dear Referee,

LethQ is a tenant referencing agency and we are trying to complete a tenancy assessment. As part of this process and to confirm suitability for tenancy, we will require you to complete a reference for the named individual below.

The following signed authority is from your **current or future employee, client, or tenant**, giving you full permission to respond to us and to disclose and verify any information required to complete their reference.

Should you have any questions or queries or would like to respond to this request verbally, please call 0151 606 5106 to speak to the Referencing Team. Alternatively, email referencing@LethQ.co.uk.

TO MY CURRENT OR FUTURE EMPLOYER OR ACCOUNTANT

I hereby consent to authorise you to respond to LetHQ Limited and provide them with any reference information they require which will include details of my employment or self-employment, start dates, gross salary/income and details of any additional bonus or commissions I may receive.

TO MY CURRENT LANDLORD/LETTING AGENT OR HOUSING ASSOCIATION

I hereby consent to authorise you to respond to any reference enquiry received from LetHQ Limited and provide them with any details of how I conducted my tenancy which will include details of my history of payments and the condition of the property.

Applicant Signature:

Print name:

Date:



www.lethq.co.uk info@lethq.co.uk 0151 606 5106 0845 643 1146
LethQ 46 Seaview Road, Wallasey, Wirral, CH45 4LA

LethQ Limited is a registered company in England and Wales under company registration number 10292353. Registered office – Enterprise House The Courtyard, Old Court House Road, Bromborough, Wirral CH62 4UE. LetHQ LTD is authorised & regulated by the FCA. Firm reference number: 757882

GDPR. New Privacy Rules – improving your control of your data

(Notice date: 25 May 2018)

Important Information for Tenants

As of the 25th May 2018 the Privacy Laws in the UK are changing.

The new General Data Protection Regulation (GDPR) provides you with more control over how your personal data is used. It is important that you read this privacy notice, and any future amendments to it, which we will inform you about.

What is Personal Data

Personal data means any information about an individual from which that person can be identified. We respect your privacy and are committed to protecting your personal data and have updated our procedures in line with the GDPR.

Who are we

Here at Morecambe Bay Property Ltd, we do all we can to respect your right to privacy and the protection of your personal information.

For your information, our:-

- Registered number is : 8569173
- Registered office is : 50, Queen Street, Morecambe , LA4 5EP
- Email is : mbaypropertyltd@outlook.com

Information— what do we collect/use and where does it come from?

This is a summary of what we do with your information in order to run our business and provide services to our tenants.

We are happy to provide you with a copy of the full Privacy Notice on request either by email or post.

We collect /process personal data about our tenants and occupiers and prospective tenants and occupiers, along with any guarantors to enable us to provide premises for occupation.

Most of the information we collect about you is from you.

We also collect and receive data about you from:

- Third parties.
- Public bodies such as local authorities, the police, Department of Work and Pensions and other law enforcement agencies may give us information about you.
Information may be given to us relevant to property taxes by the local authority.
- Utility companies or service providers.
- Credit checks and/or take up references.

We use this information to deal with applications for tenancies, checking the suitability of tenants and other occupiers, along with any guarantors (including, as applicable, credit, immigration and similar referencing checks), arranging lettings, property management (including dealing with repairs), rent collection, dealing with any complaints, maintaining

our accounts and records, tenancy terminations and administering deposits. Identity and contact details including car registration

Use of Data protection Law and Principles --- We comply with data protection law and principles. This says that the personal data we process about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kinds of data we may hold about you

We may, in accordance with data protection law and principles and as applicable, process the following categories of personal data about you:

- Personal/background information including occupation/status.
- Bank details.
- Verification and credit status.
- Deposit (if any) including return on tenancy termination.
- Tenancy details including renewals, joint tenants, other occupiers and guarantors.
- Identity verification (including, where required, immigration/right to rent checks).
- Rent and other payments.
- Recovery of arrears, claims or possession proceedings.
- Repairs/health and safety/housing conditions.
- Breach of tenancy terms/nuisance/anti-social behaviour.
- Liability for property taxes.
- Water charges payable.
- Utilities and services provided.
- Welfare benefits.
- Termination of tenancy.
- Audio and CCTV recordings (if any).
- Complaints.
- Insurance.
- Emails, texts and other communications.
- Website and online portal information
- Work and Pensions or the local authority where you are receiving benefits.
- Information may be given to us relevant to property taxes by the local authority.
- Utility companies or service providers may also give us personal information about you.

- We may also process information about your health, including any medical condition or disability, which is of a more sensitive nature.

For more comprehensive detail please refer to the full Privacy Policy document available on request.

How we will use personal data about you

We will only use your personal data when the law allows us to. Most commonly, we will use the categories of data in the list above in the following circumstances:

- Where we it is necessary to perform the tenancy contract.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

The purposes for which we may process your personal data are summarised below:

- For verifying identities.
- For deciding on the suitability of a proposed tenant/occupier/guarantor.
- For verifying the credit worthiness/suitability of tenants/guarantors
- Our legal obligation, where applicable, to check immigration status/right to rent.
- To perform the tenancy contract.
- To complete the tenancy agreement.
- To secure rent payments/performance of tenant obligations.
- For rent collection and collection of other payments including banking details.
- For managing the tenancy and the property.
- For record keeping.
- For arranging repairs and maintaining the condition of the property.
- For monitoring and enforcement of tenant responsibilities.
- For recovering debts, other payments due, including any possession proceedings.
- For administering liability for property taxes.
- Our legal obligation to the water company for the payment of water charges.
- Our interests and those of the provider, arranging /paying for utilities and services.
- For dealing with welfare benefits (including Universal Credit and housing benefit) where payable in respect of the rent.
- Our interests in relation to tenancy termination including the return of any deposit.
- For processing complaints.
- For contractual performance in dealing with health and disability issues relating to tenants/occupiers.
- In our legitimate interests for obtaining and holding audio and CCTV recordings.
- To perform our legal obligations to provide information to public or local authorities who are legally entitled to require this information.
- In your vital interests for contacting next of kin etc., in an emergency.
- For the storage of emails, records of calls and other communications.

- For your rights under data protection law.
- For compliance with legal and regulatory requirements.
- For the establishment and defence of legal rights.
- For prevention, detection and investigation of crime and anti-social behaviour and the security of any website or other means of electronic communication.

Complaints Although we will do all we can, unfortunately things go wrong sometimes, so complaints may arise. Complaints will give rise to communications and records being compiled by us. We handle complaints with a view to resolving them and for contract performance. Records are maintained to protect ourselves against claims and to ensure that complaints are properly resolved.

Car registration We may hold records of car registrations for vehicles which you keep at or in the vicinity of the property. We handle this information to manage the property for contract performance and to monitor and regulate parking. This is to protect our own property interests and rights and those of others such as neighbours who may be affected by parking issues.

Failure to provide personal data when you apply for a tenancy, and necessary for us to consider your application, may mean your application does not go any further. If, once a tenancy agreement has been made, you fail to provide certain information when requested, we may not be able to perform the contract. You may also be in breach of the tenancy agreement if it requires you to provide this information.

Data sharing

We will share information we hold with others, where this is necessary. This involves us either transferring your information to others or collecting it from them, depending upon the circumstances. When we do this, we comply with data protection legislation.

Information can be shared with other landlords including where you apply to another landlord for a tenancy. We may need to share information with your next of kin, e.g. in an emergency, information with professional advisers.

Where applicable, we also send notifications to and have correspondence with any tenancy deposit scheme protecting any tenancy deposit which has been paid.

We will only share your personal data with third parties where permitted by to obtain references. We provide information to prospective landlords to assist them in evaluating suitability for a tenancy/occupation. These interests are to ensure that properties are let to reliable tenants/occupiers.

Data security We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need-to-know. We have put in

place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will retain your personal data for a period of 3 months if the tenancy application does not go ahead or is unsuccessful. If a tenancy agreement is entered into, we will, broadly speaking, hold personal data about you for the duration of the tenancy and for 7 years after it has ended. This is the statutory limitation period of 6 years plus a further year to allow for service of proceedings should proceedings commence later. Your duty to inform us of changes It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

Your rights

You have rights to control what we do with your information.

By law you have the right to:

- Request access to your personal data (commonly known as a data subject access request).
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data.

You will not have to pay a fee to access your personal data (or to exercise any of the other However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Changes to this privacy notice We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

Complaints

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us first.

Contacting us If you have any questions about this privacy notice or how we handle your personal data; if you would like any more information please contact us at:

Morecambe Bay Property Ltd,
50 Queen Street, Morecambe,
Lancashire, LA4 5EP.

Or, email us at mbaypropertyltd@outlook.com.

I acknowledge that I have received a copy of this Privacy notice and that I have read and understood it.

Signature: _____ Date: _____

Name: _____