



Application form

Please refer to checklist (section 13) when complete.

To prevent any delay in processing, please ensure that all sections of the form are completed. Sections that do not apply must be marked 'not applicable'.

It is a serious offence to make a false declaration and could result in a criminal prosecution for fraud. Therefore, please ensure that you have answered all relevant questions correctly.

Preferred move-in date and time

We'll try our utmost to accommodate your preferred move-in date, but where this is not possible we'll be in touch to arrange an alternative.

Property address

Monthly rent (£)

Deposit

Length of tenancy

Service executive

Are you the sole applicant? Yes Two or more

Source of enquiry

Are you the person(s) applying for tenancy? Yes Guarantor

Guarantor

Name of tenant _____

Relationship to tenant _____

Will this be your principal home? Yes England - assured shorthold tenancy agreement
Scotland - short assured tenancy agreement
 No Tenancy agreement

1. Personal details

Title Mr Mrs Miss Ms

First name(s) _____

Surname _____

Date of birth _____

Nationality _____

Marital status Married / Civil Partnership Single Separated Co-habiting
 Widowed Divorced / dissolved civil partnership

Telephone number _____

Mobile number _____

Work number _____

Email _____

2. Address history

Current address _____

Time at address _____

Reason for leaving _____

Previous address _____

Time at address _____

Reason for leaving _____

Previous address _____

Time at address _____

Reason for leaving _____

Previous address _____

Time at address _____

Reason for leaving _____

3. Employment details

Employment status Employed Student (go to section 4) Self employed (go to section 5)
 Retired (go to section 6)

Employer's name _____

Employer's trading address _____

Employer's phone number _____

Annual gross salary _____

Occupation _____

Length of employment _____

If less than three years, please provide all previous employment details

Previous employer's name _____

Previous employer's trading address _____

Previous employer's phone number _____

Annual gross salary _____

Length of employment _____

Previous employer's name _____

Previous employer's trading address _____

Previous employer's phone number _____

Annual gross salary _____

Length of employment _____

4. Self employed

Number of years in business

- Under 3 years (Audited accounts and other information required)
 Over 3 years (3 years current audited accounts required and details of salaries)

Nature of business

Telephone number

Accountant name

5. Student

Name of course

College / university name

Student registration number

Start to end dates

Allowance recieved for accomodation?

- Yes No

If in part time employment, please complete section 3

6. Retired

Date retired

Total annual income

Accountant's name and address (if applicable)

Doctor's name, address and telephone number

Please provide proof of government benefits, pensions, savings or any investments you may have

7. Mortgage information

Monthly mortgage repayment

Years left to pay

Property address

Lender's name

Are you intending to sell?

- Yes No Completion date _____

Are you intending to sell?

- Yes No

8. Rented accommodation

Do you have a mortgage? Yes No

If answered yes, remember to complete section 7

Current letting agent /
landlord name

Current letting agent /
landlord address

Contact name and number

Monthly rent

9. Other information

Do you have any court
judgements sheriff court
decrees against you? Yes No

If yes, provide details
and relevant paperwork /
information

Next of kin name

Next of kin address

Next of kin phone number

Names, DOBs, and
relationships of all residents
in your new home

Nominated bank account
for sharers (if applicable)

Mother's maiden name

First school attended

These two will be asked before discussing your account, to ensure confidentiality and data protection

10. Bank details

Provide details of your personal account, ensuring section 10 and direct debit mandate are completed.

Name and address of bank or building society

Account number

Sort code

 - -

How long have you been a customer?

Direct debit

Instruction to your bank or building society to pay by Direct Debit: Please pay Aberdeen Letting Centre direct debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee.

Name and address of your bank or building society

Originator's ID number

Name(s) of account holders

Bank or building society number

Branch sort code

 - -

Aberdeen Letting Centre reference number

Signature(s)

Date

Direct Debit Guarantee

This guarantee should be detached and retained by the Payer.

- The Guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, Aberdeen Letting Centre will notify you seven working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Aberdeen Letting Centre or your bank or building society, you are or your bank or building society, entitled to a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.

11. Authority and declaration

Please note that the following declaration applies to both the tenant and the guarantor application, with the exception of section 1.3, which is just for the guarantor and section 3, which is just for the tenant.

1.0 Declaration

I (each of us if more than one is applying) agree that:

- 1.1 You will rely on the information I have given on this form, which I confirm is complete and true.
- 1.2 You may decide to decline my application.
- 1.3 I have received a draft copy of the Guarantee and been advised that I should take independent legal advice before signing it.

Please note that the following applies to the tenant and the guarantor application, with the exception of sections 2.4, 2.5 and 3.0 which are solely for the attention of the tenant.

2.0 Declaration

- 2.1 You will make searches about me at credit reference agencies who will supply you with credit information, for use in the assessment of credit products and other information as well as information from the Electoral Register, for the purpose of verifying my identity. The agencies will record details of the search type (credit or identification), whether or not my application (to be guarantor) proceeds. You may use credit-scoring methods to assess my application and verify my identity. Credit searches and other information which is provided to you and/or the credit reference are made about me, or other members of my household. Any of this information may also be used for identification purposes, debt tracing and the prevention of money laundering as well as the management of my tenancy (guarantee).
- 2.2 Any information about me, and my tenancy (guarantee), may be shared within Aberdeen Letting Centre to manage the tenancy (guarantee), make lending decisions, collect debts, trace debtors and prevent fraud and money laundering. It may also be shared for business analysis and personal details to keep my records accurate and up to date.
- 2.3 You will not share any information about me outside Aberdeen Letting Centre for marketing purposes.
- 2.4 You will contact the appropriate utility companies and local Council Tax Department and supply them with my name and address in order that they may invoice me for the services they provide.
- 2.5 In order to comply with this Tenancy Agreement, you may if necessary, supply my name and a key to the property to your appointed agents in order that they may carry out necessary maintenance/repairs.
- 2.6 You will carry out checks with landlords, employers or others you consider necessary to assist in assessing my application (my guarantee).
- 2.7 I have the right of access to my personal records held by you and the credit and fraud agencies.

3.0 Joint applications

By making a joint application, I am creating a financial association with the other applicant. I am also confirming that I am entitled to:

- Disclose information about the other applicant(s) and/or anyone else referred by me.
- Authorise you to search, link and/or record information at credit reference agencies about me and/or anyone else referred to by me.

4.0 Sole applications

Information held about me by the credit reference agencies may already be linked to another individual who has an existing financial association with me. For the purposes of my application I may be treated as financially linked and my application will be assessed with reference to any “associated” records.

5.0 Fees

- We will not offer this property to anyone else for 7 days upon receipt of a holding fee of £300.
- The fee will be retained in full if you fail to complete and return the application within 5 working days, along with required documents.
- The holding fee will be credited to your first month’s rent.
- Prior to your move in, a security deposit will be required to be held against breakages, damages and dilapidations.

Reservation fee received _____

Receipt number _____

Method of payment _____

Date _____

For Aberdeen Letting Centre _____

I have read and understand the section entitled “Use of my information & fees”.

Signed
Tenant / Guarantor _____

Signed on behalf of
Aberdeen Letting Centre _____

Delete tenant / guarantor as appropriate

Office use only

Applicant name _____

Date of birth _____

Has POI been produced? Yes No

Details: _____

Customer identification: please complete one of the following. Failure to provide suitable ID could delay application.

Valid Full Passport

Issue number _____

Country of origin _____

Date of issue _____

Do DOB and Signature match application form? Yes No

Is Visa valid? (if non EEA National) Yes No

Visa expiry date _____

Do personal details match passport? Yes No

Full UK driving licence (including photocard and paper counterpart)

Driver number _____

Serial number _____

Date of issue _____

Do signature and address match application form? Yes No

Company ID

Other ID: please record all reference numbers as per the ID Intranet site

ID sighted by _____

Date _____