

Applicant Information			
Name:			
Date of birth: / /		Email:	
Should I be successful in my application, I agree to the email address above being used as my preferred method of communication during the lease. (Please circle) Yes No			
Phone number (mobile):		Phone number (work):	
Details for let			
Property applied for:		Monthly rent:	
Where did you see this advertised? Please specify website if online:			
Proposed entry date:		Number of adults to occupy the property:	
Names and ages of any children to occupy the property:			
Names of other applicants:			
Lead tenant name for the deposit scheme:		Estimated length of tenancy:	
Do you have pets? Please supply info if applicable:			Are you a smoker:
Address History			
Current address:			
		City:	Post Code:
Own	Rent	(Please circle)	Monthly payment or rent:
		How long?	
Previous address:			
		City:	Post Code:
Owned	Rented	(Please circle)	Monthly payment or rent:
		How long?	
Most recent landlord name, email and phone number:			
Employment Information			
Current employer:			
Company address:			
		Job title:	
Contract type (eg full time/part time/contract with length):			
Monthly income:		Length of service:	
Employer reference details, including name, position, email and phone number:			
Non-employment Income			
Please provide details of any other income eg state benefits:			
For office use only:			
R1 (L/L) -	ID -	ID No:	Code:
R2 (E) -	POA -		MI:
R3 (C) -	C/C		

Bank details:		
Sort Code: - -	Account Number:	Account Name:
Next of Kin/Emergency Contact		
Name of a person not residing with you:		
Address:		
Email:	Mobile:	Home phone:
Relationship:		
References		
<p>Please supply the following information and references to support your application within 24 hours:</p> <ul style="list-style-type: none"> <li>• photographic ID</li> <li>• proof of current address</li> <li>• copy of credit check (It is standard to ask for this for all applicants who have lived in the UK for 3 or more years. If you would like us to carry this out on your behalf, the fee is £12)</li> <li>• recent landlord/letting agent reference stating tenancy dates, monthly rent due, details of any arrears, a statement on the condition of the property during or at the end of the tenancy and a statement on whether there were any breaches of the tenancy agreement;</li> <li>• employer/pension provider/accountant reference on headed paper/company email stating job title, contract length and annual income;</li> <li>• character reference from a professional that has known you well for a number of years</li> </ul> <p>Supplementary information that may be required includes:</p> <ul style="list-style-type: none"> <li>• evidence of any state benefit entitlement;</li> <li>• last 3 months of current account bank statements;</li> <li>• letter from university confirming student status;</li> <li>• for students funded/paid by an organisation or government, evidence of paid income or funding for living expenses;</li> <li>• UK visa (for applicants from outside the EU).</li> </ul> <p>In order to ensure applicants are able to afford the rent, we usually require tenants to have an income of at least 2.5 times the annual rent. If the applicant does not meet the income criteria we may require you to provide a UK based guarantor. Guarantors will be asked to provide:</p> <ul style="list-style-type: none"> <li>• Photographic ID</li> <li>• Proof of current address</li> <li>• Proof of affordability (e.g. proof of salary/savings)</li> </ul> <p>Guarantors will also be required to sign a contract in which they commit to cover any outstanding amounts due from the tenant under the terms of the tenancy agreement</p> <p>We will take all reasonable steps to confirm the identity of applicants and to verify references.</p> <p>References should be either attached to this form or emailed to <a href="mailto:info@aflatintown.com">info@aflatintown.com</a> within 24 hours of your application</p>		
Signature		
Signature:		Date:

Please note this form continues onto further pages. Please sign and date each page where requested.

**Correct Data**

I declare that the above information on this application form is true to the best of my knowledge and I consent to A Flat In Town passing on this information to third parties to enable validation or confirmation of the details and references provided. I understand that this may include A Flat In Town carrying out a credit and identification check at A Flat In Town's discretion. I consent to your passing this information on to the landlord of any property I apply for.

In the event of my leasing a property managed by A Flat In Town, I consent to your sharing details about the following:

- my performance of any obligations undertaken;
- past, present and future known addresses of the parties;

with each other (including co-tenants), with credit and reference providers for referencing purposes and rental decisions, with utility and water companies, with local authority council tax and housing benefit departments, with mortgage and other lenders. I also agree to my contact telephone number being given to tradesmen in connection with maintenance repairs.

This information will help to prevent dishonesty, may be used for administrative and accounting purposes, or for occasional debt tracing and fraud prevention. The agent will handle all information provided sensitively and in accordance with legal requirements including the Data Protection Act 1998 and the General Data Protection Regulation (Regulation (EU) 2016/679). The agent will inform the applicant as soon as possible about the outcome of the application. The agent must adhere to the Letting Agent Code of Practice (Scotland) Regulations 2016, a copy of which is available on request. I understand that completing this application form does not commit the landlord or applicant to a tenancy.

**Finances**

Should I be successful in leasing a property through A Flat In Town, I hereby agree to your making charges to me as under noted in respect of assisting me to keep within the terms of the tenancy agreement I have signed.

I understand that it is my obligation to ensure that all rental payments transferred electronically to A Flat in Town are assigned the correct name and property reference – eg John Smith, 123. I understand that cash deposits into bank branches do not show any reference details and that payment via this method may incur charges as it is usually not possible to allocate it. All rental payments for a property, regardless of the number of tenants, must come from one bank account in one payment. Multiple payments will not be accepted.

I understand that persistent lateness of rent is grounds for the landlord to seek repossession of the rented property under the terms of the Private Housing (Tenancies) (Scotland) Act 2016.

I understand that a breach of the non-monetary provisions of the lease is a ground upon which the landlord may seek repossession of the rented property under the terms of the Private Housing (Tenancies) (Scotland) Act 2016.

I wish to avoid all of these eventualities and agree to the charges listed below.

Reminder that rent is overdue	£18 (£15.00 + VAT)
Cheque returned and represented	£18 (£15.00 + VAT)
Rental payments with no name or reference	£18 (£15.00 + VAT)

In the event that A Flat In Town is required to either:

- (i) instruct cleaning or repair works due to your failure to clean or keep in good repair the let property, or
- (ii) make payment of any outstanding utility accounts, etc which you have failed to pay,

then we reserve the right to levy against you a charge of 18% (including VAT) of the cost of such works/amount of such outstanding account(s).

I understand that before any let can proceed A Flat in Town must have cleared funds covering:

- 1 month's rent
- Deposit equivalent to 1½ month's rent

Signature:

Date:

### **What happens next?**

In order for your application to be processed, please ensure that you return:

- 1) the signed and completed attached forms
- 2) copies of references
- 3) copy of photographic id (eg a passport or driving licence)
- 4) proof of address (copy of bank statement, utility bill etc)
- 5) credit check if you have been resident in the UK for 3 or more years

Once we have a the details from yourself, we will contact the landlord to talk through all applications and receive our instructions.

Please note that the landlord has the final decision with regard to your application and filling in this form does not guarantee the tenancy for you. We will let you know the outcome of the decision as soon as possible.

Once a let has been confirmed, we will be in contact by email confirming the next steps, including paying your first rent and deposit and a draft copy of the lease. We take a deposit equivalent to 1½ month's rent and hold this with Safe Deposits Scotland for the duration of the let. More details will be supplied in due course, but please do not hesitate to ask if you have any questions at this point.

Best wishes,

A Flat In Town