

TENANT APPLICATION FORM

PLEASE READ THE FOLLOWING CAREFULLY

This is a formal offer, from a prospective Tenant, seeking to secure the tenancy of the related property. This offer shall be submitted to the Landlord for consideration.

If accepted by the Landlord, commencement of the Tenancy shall require: -

- Satisfactory references being obtained by Homeguard Leasing. The applicant shall be informed when references are being requested.
- Payment of a Deposit (usually equivalent to 1 month's rent), payable upon the acceptance of the offer. The Deposit shall be held by Safe Deposits Scotland, administered by the Tenancy Deposit Scheme (Scotland) Regulations 2011.
- Photographic Identification of all applicants (e.g. Passport; Driving Licence etc)
- All Tenants shall be required to sign the Tenancy Agreement.

Please Note:-

During the Tenancy, if the Landlord or his Agent is required to contact the Tenant about unpaid rent or arrears, this shall incur a charge of £30.00 +VAT per contact, payable by the Tenant.

At the termination of the Tenancy, if the property is not satisfactorily clean; or Inventory items are missing / damaged, funds shall be sought from the Deposit as recompense to the Landlord.

Completed Application Forms should be returned to: -

Homeguard Leasing Ltd
115 Rosemount Place
Aberdeen
AB25 2YG

Email: - leasing@homeguard.co.uk

Telephone: - 01224 647878



TENANT APPLICATION FORM

Date Viewed:

Property Address:

Property Manager:

DETAILS TO BE COMPLETED IN BLOCK CAPITAL LETTERS

Applicants Full Name/s (Mr/Mrs/Miss/Ms)

Address:

Email address:

Nationality

Tel Nos:

Work:

Mobile:

Employers:

Name and Address:

Position Held:

Length of service:

From whom may we obtain a reference:

Full contact address:

Contact Number:

Email Address:

Have you leased property previously: Yes / No

Address of Property Leased:

Landlord/Agent Name:

Full Address of Landlord/Agent:

Contact Number:

Email Address:

Additional Information/Requirements:

OFFER OF LEASE:

Proposed Date of Entry:

Duration:

Monthly Rental:

Number of Occupants:

Pets

Yes / No

Smoker

Yes / No

Proposed Method of Payment - Deposit & Initial Rent: UK Debit Card
- Rent Payment: UK Debit Card, Standing Order

Signed:.....

Date:.....

Applicants to complete this section with their name, current address etc in order that we can obtain references from employers/landlords:

Name (s)

Address

Hereby give authority to provide Homeguard Leasing, with such information as may be requested in respect of referencing for Tenancy purposes.

Signed:

Date



TENANT APPLICATION FORM

Your consent

By signing below, you indicate your consent to your personal information being passed to our Utility Management Partner, Ittria Limited who will pass your details over to the current utility providers and local council of the property.

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

Signed.....

Dated.....

If you would like to receive email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Ittria Limited in relation to its selected third-party utility providers, please tick this box

Privacy notice

For the purposes of the Data Protection Act 1998 (the “**Act**”), the data controller is Homeguard Leasing, 115 Rosemount Place, Aberdeen AB25 2YG.

We use the personal details that you provide 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 also share your information with credit reference agencies and other companies or third parties where we have a duty to do so.

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.

Accessing your information

You have the right to access information held about you.

Please send any questions, comments, complaints or requests (including, but not limited to, any future request to withdraw your consent) regarding this privacy notice to: leasing@homeguard.co.uk

Full details on data sharing and your consent can be found at <https://ico.org.uk/for-the-public/>

