

TENANT APPLICATION FORM (ONE FORM REQUIRED FOR EACH TENANT OVER 16 YRS)

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:-

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



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DETAILS TO BE COMPLETED IN BLOCK CAPITAL LETTERS

Date Viewed:

Property Address:

Property Manager:

Applicant's Full Name/s Including any middle names (Mr/Mrs/Miss/Ms):

Address:

Email address:

Work Tel No:

Date of Birth

Nationality:

Mobile:

Photo ID: Please e-mail a copy of photo ID to leasing@homeguard.co.uk when submitting an application

Employers

Name and Address:

Position Held:

Length of Service:

From whom may we obtain a reference:

Full contact address:

Contact Number:

Email:

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

(Please add any additional information that will assist with your application. In addition, please advise of any requests or requirements you wish your landlord to consider as part of your offer to lease their property. Anything requested after an offer has been accepted may not be granted or undertaken).

Proposed Date of Entry:

Duration of lease:

Monthly Rental:

Number and names of occupants over 16 yrs:

Number and ages of occupants under 16 yrs:

Pets: Yes / No

Smoker : Yes / No

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

Signed :

Date:



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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



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STUDENTS – PLEASE COMPLETE BELOW

Name of College/University attending:

Name and Year of Course:

Guarantor Details

Full Name (including any middle names) :

Relationship:

Address:

E-mail:

Mobile No:



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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. We will also be supplying your contact details to tradesmen when instructing repairs to the property. A copy of the signed Lease with your contact details will be provided to the Landlord.

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, Landlord and 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/>

