****

**HADDEN RANKIN PROPERTY MANAGEMENT LTD**

**STUDENT AND GUARANTOR APPLICATION FORM**

**Agency Landlord Registration Number: LARN1807017**

Every adult who intends to occupy the property should complete a separate application form

Please complete in ***BLOCK CAPITALS***

**Your email address is extremely important in this process, please make sure it is written clearly**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal details** | | | |
| Full name |  | | |
| Date of birth |  | | |
| Telephone (home) |  | | |
| Mobile |  | | |
| Email |  | | |
| Are you a smoker? | Yes / no | | |
| Bank name (i.e RBS) |  | | |
| Name on account |  | | |
| Sort code |  | | |
| Account number |  | | |
| **Address history** | | | |
| **Current address** | |  | |
| Status at current address | | Owner / tenant / other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
| Length of time at this address | |  | |
| **HOME ADDRESS**  **Including postcode** | |  | |
| **Property application details** | | | |
| Address of property applied for | | |  |
| Monthly rent | | |  |
| Proposed entry date | | |  |
| Number of adults to occupy property | | |  |
| *Who is to be named as lead tenant for the deposit scheme?* | | |  |
| Which year are you going into - University | | |  |

|  |  |
| --- | --- |
| **Next of kin/emergency contact** | |
| Name |  |
| Relationship |  |
| Telephone number |  |
| Email |  |
| Additional Information you think we need to know (to be completed by tenant) | |
|  | |
| **Declaration** | |
| 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. | |

**Please complete in BLOCK CAPITALS - GUARANTOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal details (to be completed by guarantor)** | | | |
| Full Name |  | | |
| Date of birth |  | | |
| Telephone (home) |  | | |
| Telephone (work) |  | | |
| Mobile |  | | |
| Email |  | | |
| Bank name (i.e RBS) |  | | |
| Name on account |  | | |
| Sort code |  | | |
| Account number |  | | |
| **Address history (to be completed by guarantor)** | | | |
| **CURRENT ADDRESS** | |  | |
| **Property application details (to be completed by guarantor)** | | | |
| Address of property you are being a guarantor for | | |  |

**DELETE AS NECESSARY**

Current employer | Pension Administrator | Accountant | Self employed (SA302/SA100) | Other

|  |  |  |
| --- | --- | --- |
| **Employment details ( to be completed by guarantor)**  **(if self-employed give accountant details, if retired give pension administrator details, if a student give university/course details)** | | |
| Job title | |  |
| Company name | |  |
| Company address | |  |
| Telephone number | |  |
| Email | |  |
| Position held | |  |
| Annual income | |  |
| Start Date | |  |
| Contract type | | Full time / part time / contract (contract length \_\_\_\_\_\_\_\_\_\_\_\_) |
| **Non employment income (to be completed by guarantor)** | | |
| Give details of any other income e.g. state benefits: - | | |
| **Additional Financial Information (to be completed by guarantor)** | | |
| Company name |  | |
| Company Address and contact name |  | |
| Telephone number |  | |
| Email |  | |
| **Declaration** | | |
| 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. | | |

**PLEASE SEND THIS COMPLETED FORM ALONG WITH PHOTOGRAPHIC ID AND PROOF OF CURRENT ADDRESS FOR YOU AND YOUR GUARANTOR BACK TO HADDEN RANKIN PROPERTY MANAGEMENT WITHIN THE NEXT 48 HOURS**

**FOR ANY UNSUCCESSFUL APPLICATIONS, ALL FORMS AND DOCUMENTS WILL BE SHREDDED.**

The information you provide to us will be treated by us as confidential [and will be processed only by our employees within the UK/European Economic Area (EEA)]\* ***Drafting note: Members need to check where data is processed (particularly by IT support providers and other online facilities) - see section below***. We may disclose your information to other third parties who act for us where it is in our or the third party’s legitimate interests so long as those interests are not contrary to your rights and freedoms under data protection laws. This includes the following:

* if we enter into a joint venture with or merge with another business entity, your information may be disclosed to our new business partners or owners;
* if we instruct repair or maintenance works, your information may be disclosed to any contractor;
* if we are investigating a complaint, information may be disclosed to Police Scotland, local authority departments, Scottish Fire & Rescue Service and others involved in any complaint, whether investigating the complaint or otherwise;
* if we are updating tenancy details, your information may be disclosed to third parties (such as utility companies and local authority);
* if we are investigating payments made or otherwise, your information may be disclosed to payment processors, local authority and the Department for Work & Pensions;
* if we are conducting a survey of our products and/or service, your information may be disclosed to third parties assisting in the compilation and analysis of the survey results;
* if we take payment from you or make payments to you we may be required to disclose your information to our client bank account provider;
* if we are asked by HMRC in regard to taxation, your information may be accordingly disclosed;
* **[insert details of any further data sharing arrangements/third parties who process personal data on behalf of letting agent.]**

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.