**Tenancy Application Form**

**HADDEN RANKIN PROPERTY MANAGEMENT LTD**

**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) |  | | |
| Telephone (work) |  | | |
| Mobile |  | | |
| Email |  | | |
| Should I be successful in my application to rent the above accommodation I agree to the email address above being used as my preferred method of communication during the lease  Yes  No | | | |
| Are you a smoker? | Yes / no | | |
| Bank name (i.e RBS) |  | | |
| Account name |  | | |
| Sort code |  | | |
| Account number |  | | |
| **Address history** | | | |
| **CURRENT ADDRESS**  **Including postcode** | |  | |
| Status at current address | | Owner / tenant / other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
| Length of time at this address | |  | |
|  | | | |
| **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? | | |  |
| Names and ages of any children  to occupy property | | |  |
| Any pets or assistance animals to occupy property? | | | Yes / no |
| If yes, state type & age of pet or assistance animal | | |  |

|  |  |  |
| --- | --- | --- |
| **Employment details**  **(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** | | |
| Give details of any other income e.g. state benefits: - | | |
| **Next of kin/emergency contact** | | |
| Name |  | |
| Relationship |  | |
| Address |  | |
| 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 3 DAYS.**

**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;

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.