

TENANT APPLICATION FORM

1. Thank you for your request to rent one of our properties. The process to secure the flat/house is as follows:
2. A holding deposit of £250 should be paid to Chapmans PM Ltd, RBS, Sort Code 83-51-00 and Account Number 16996989 at the time of application. The application for all tenants should be sent in to us by email at applications@chapmanspm.co.uk or handed in to our office at 26 Roseburn Terrace, Edinburgh, EH12 6AW. Please note that we will not consider your application until both Holding Deposit and all application forms have been received. Should the application fall through (i.e. if you are unsuccessful or you withdraw your interest) this deposit will be returned to you.
3. We will continue to market the property and accept applications from other interested parties until such point as you supply all the required paperwork.
4. Once referencing paperwork has been supplied we will provide the landlord with a copy of all application and referencing paperwork and seek their approval to proceed with a tenancy. We will inform you as soon as possible about the outcome of your application.
5. Please note if we receive multiple applications following a block viewing these will be assessed by midday the following working day and where more than one applicant(s) meets our referencing criteria the Landlord will be informed and The Landlord will instruct us as to who they wish to proceed with. The Agent and The Landlord will need to adhere to all relevant Statutory obligations and instruments and any other statutory re-enactment thereof relating to, but not limited to, The Letting Agent Code of Practice 2016, the Race Relations Act 1976, Disability Discrimination Act 1995 and Sex Discrimination Act 1975.
6. Please include with your application form photo ID such as UK passport or photo driving license. If you are applying from overseas we will need a passport and copies or residency visas as appropriate.
7. We will advise you when we will commence all references checks and if they meet with our criteria
8. Once the checks are completed to our satisfaction we will proceed to lease signing. Please note the lodgment of the holding deposit does not guarantee you the tenancy of the property. Should you fail our referencing process or not meet the required criteria you will be advised and we will request the bank details of a UK bank account to which we will return your holding deposit. This will be returned within 5 working days.
9. Once checks are completed and the tenancy documentation issued the balance of the deposit will then be due immediately and the first month's rent is payable 3

working days prior to the lease start date so that we can ensure we have cleared funds ready for key handover.

- 10.** Please note in addition to the rent and the deposit, the following charges will be the responsibility of the tenant: -
- a. Council tax (students may be able to apply for a 100% exemption)
 - b. Utility bills including where applicable gas, electricity, oil, telephone, internet and TV licence
 - c. You may also be charged for your share of stair cleaning and gardening and other communally shared services. Please note if the building is factored the landlord will pay the factoring charge.
- 11.** Please note that if more than one person is signing up to this lease you will be offered a Joint and Several Tenancy agreement, so you will jointly be liable for all rent and liabilities under the lease. Each tenant must complete his or her own application form. You will be signing up to a Scottish Private Residential Tenancy (this replaced the Short Assured Tenancy on 1 December 2017).
- 12.** Please also be aware that the rent due date will be the lease start date. So if you move in on the 7th of the month, your rent will fall due on the 7th of every month thereafter.
- 13.** If you wish a specific rent due date that is different from the move in date, please highlight this on the application form and we can discuss this with you.

Please note that neither the landlord nor the prospective tenant are committed to a tenancy until the tenancy agreement has been signed.

Office Use Only	Date
Property	
Holding Deposit Received	
Credit check complete	
Employers Reference	
Landlord/Agent Reference	

Property Details

Address of Property Applied for:	
Postcode:	Advertised move in date:
Preferred Tenancy Commencement Date: Please note we may not be able to extend the move in date	
How long do you envisage renting the property?	Advertised Rent PCM: £

If this is a joint/multiple application, please note below which tenant we should consider to be the Lead Tenant. The Lead Tenant will be responsible for the repayment process of the Tenant's Deposit, communication with the Tenancy Deposit Scheme and the dispute resolution mechanism, if applicable.

Lead Tenant Name:

Tenant Details

Title:	First Names:	Surname:
Date of Birth:	Passport No:	
Mobile Telephone:	Landline Telephone:	
Work Email:	Home Email:	
Current Address:		
Postcode:	Time at Address: Years Months	
If less than 3 years, please provide previous addresses to include full 3 years' history.		

Please tick this box if you have bank statements and other correspondence sent to another address:

(Please provide us with proof of address in this case, e.g. utility bill, bank statement, etc.)

Emergency Contact

This has to be someone, that will **not** be living in the property with you.

Name:	
Relationship:	Telephone:
Email:	
Address:	

Guarantor Details

If you are a student or recently advised from overseas we may need a **UK based** guarantor earning **c 60 times** your share of the rent as annual income.

Example: Rent = £ 600 pcm, Guarantors income = c £36000

Title:	First Names:	Surname:
Relationship to Tenant:		Date of birth:
Email:		Telephone:
Home Address:		Time at Address: Years Months
Postcode:		
If less than 3 years, please provide previous addresses to include full 3 years' history.		
Employment Address:		
Annual Salary: £		Position Title:
Contact/Manager's Name: (We will contact him/her for a reference)		
Telephone:		Email:

Please tick this box if your Guarantor would prefer us to contact them directly regarding their income information to preserve confidentiality:

Bank Account Details

Account Name:	
Bank Name:	
Bank Address:	
Sort Number:	Account Number:

Current/Previous Landlord

Name:	
Address:	
Postcode:	Contact No:
Email:	

Please tick this box if you have never rented before:

(Please provide us with proof of address in this case, e.g. utility bill, bank statement, etc.)

Please tick this box if you owned the last property that you lived at:

(Please provide us with a copy of your last mortgage statement or any other document confirming ownership, e.g. letter from your solicitor)

Employment Details

Company Name:	
Position Title:	Yearly Salary: £
Start Date:	National Insurance No:
Company Address:	
Postcode:	
Contact/Manager's Name: (We will contact him/her for a reference)	
Position:	Email:
Telephone:	

If this is a temporary contract, please provide more details regarding your employment:

Please tick this box if you will change employer between now and the tenancy start date:
(Please provide us with your offer letter in this case.)

Please tick this box if you're self-employed:
(Please provide us with your last 3 years' tax returns or a letter from your accountant, confirming your last 3 years of income)

Dependents

Please list all dependents that will live with you at the property.

Name:	Date of birth:	Relationship:

Pets

Please note that the landlord has to give written permission for you to keep a pet at the property and a higher deposit is required for any possible damage caused by the pet/s (additional £200)

Cat?	Dog?
Other?	

Tenant Signature

By signing and submitting this form you are confirming that the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading and that you have read and agreed to the attached Data Protection Statement.

Signature:	Date:
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Guarantor Signature

By signing and submitting this form you are confirming that the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading and that you have read and agreed to the attached Data Protection Statement.

Signature:	Date:
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GDPR Fair Processing Notice for Tenants and Guarantors

(How we use your personal information)

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Chapmans PM LTd t/a Chapmans of 26 Roseburn Terrace, Edinburgh, EH12 6AW (“**we**” or “**us**”) take the issue of security and data protection very seriously and strictly adhere to guidelines published in the Data Protection Act of 1998 and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25 May 2018, together with any domestic laws subsequently enacted.

We are notified as a data controller with the Information Commissioner's Office (ICO) under registration number ZA201259 and we are the data controller of any personal data that you provide to us.

Our Data Protection point of contact is Laura Chapman at laura@chapmanspm.co.uk at 26 Roseburn Terrace, Edinburgh, EH12 6AW.

Any questions relating to this notice and our privacy practices should be sent to Laura Chapman.

How we collect information from you and what information we collect

We collect information about you:

- when you apply for housing with us, become a tenant, request services/repairs, enter in to a tenancy agreement with ourselves howsoever arising or otherwise provide us with your personal details;
- from your use of our online services, whether to report any tenancy related issues, make a complaint or otherwise;
- from your use of our website, contact us forms on our website and any electronic or paper based application forms
- from your arrangements to make payment to us (such as bank details, payment card numbers, employment details, benefit entitlement and any other income and expenditure related information).

We collect the following information about you:

- Name;
- Address;
- Telephone number;
- email address;
- National Insurance number;
- Next of kin/Emergency contact
- Guarantor information similar to all tenant details above.

We receive the following information from third parties:

- benefits information, including awards of Housing Benefit/Universal Credit
- payments made by you to us;
- complaints or other communications regarding behaviour or other alleged breaches of the terms of your contract with us, including information obtained from Police Scotland;
- reports as to the conduct or condition of your tenancy, including references from previous tenancies, and complaints of anti-social behaviour.
- Employment references
- Credit checks through external credit reference agencies

Why we need this information about you and how it will be used

We need your information and will use your information:

- to undertake and perform our obligations and duties to you in accordance with the terms of our contract with you;
- to enable us to supply you with the services and information which you have requested;
- to enable us to respond to your repair request, housing application and complaints made;
- to analyse the information we collect so that we can administer, support and improve and develop our business and the services we offer;
- to contact you in order to send you details of any changes to our services or supplies which may affect you;
- for all other purposes consistent with the proper performance of our operations and business; and
- to contact you for your views on our products and services. **Sharing of your information**

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)*. We may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- if we enter into a joint venture with or merge with or sell to 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 are asked by HMRC in regard to taxation, your information may be accordingly disclosed;
- if we are asked for a reference from a future landlord or agency

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.

Transfers outside the UK and Europe

We will aim for your information to only be stored within the UK and EEA. However where we transfer or have to store your information outside the UK and EE (i.e. via cloud storage supported by Google and Microsoft we ensure that there are adequate safeguards in place to protect your information in accordance with this notice).

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe.

Please see our Privacy Policy which can be found on our website www.chapmanspm.co.uk

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you. This can be for as long as 10 years.

Our full retention schedule is available on our Privacy Policy.

Your rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data we hold about you; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact us at info@chapmanspm.co.uk. Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO) in relation to our use of your information. The ICO's contact details are noted below:

The Information Commissioner's Office – Scotland 45 Melville Street, Edinburgh, EH3 7HL Telephone: 0131 244 9001
email: scotland@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.