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**Delmor Tenants Application & Guidelines**

**Applications**

If you wish to apply for the property you have viewed you must complete this form and return it to the office together with the information as detailed in the **Scottish** **Referencing Requirements** document our agent has provided you with.

We cannot hold a property for you until we receive these forms, have accepted you for the property and have the security deposit. As soon as you do this the property will be taken off the market. No other potential tenant will view the property or be able to ‘queue jump’.

**Deposits**

Deposits are normally equal to one month rent but can be up to a maximum of 2 months in certain circumstances if agreed. Deposits are held as security against the following types of things:

* damage you, as a tenant, may do to the property
* cleaning bills if you have left the property in poor condition
* unpaid rent

Deposits are returnable at the end of the tenancy providing the property is in the condition in which it was originally let, with the exception of fair wear and tear.

Under new legislation, deposit will be transferred to Safe Deposit Scotland. Safe Deposits Scotland is an independent tenancy deposit protection scheme approved by the Scottish Government. Safe Deposits Scotland is a not-for-profit company limited by guarantee

**Insurance**

It is a **recommendation only, of the tenancy agreement that tenants are adequately insured** against accidental damage to the landlord’s possessions. We understand that moving house is a busy time for tenants. If you are having difficulty finding affordable insurance in time for your lease signing appointment, don’t worry, Delmor can assist you. Please ask for further details

**Council Tax and Utilities**

Tenants are responsible for paying Council Tax, electric and gas for the property.

**Rent**

The first rent payment can be made by cash/ debit card or bank transfer. Thereafter, you can either set up a Standing Order or bank transfer this every month.

**Lease Signing Appointment**

You must attend our office together with any guarantors (if applicable) at the agreed date and time. Please allow at least 45 minutes for this appointments. You will be required to pay your first month’s rent which can be paid by debit card /cash or bank transfer ( show receipt )

You will be provided with a copy of your Lease, Easy Read Notes and at least one set of keys.

***Please complete the information below and return together with the referencing application:***

Property being applied for:

 Postcode:

Monthly rent: Proposed tenancy start date:

**Deposit** **£**

**Applicant Information**

Applicant:

Address:

 Postcode:

Home number: Mobile:

Email: D.O.B

**Next of Kin/Emergency Contact**

Name: Relationship:

Address:

 Postcode:

Home number: Mobile:

Email:



**Scottish Reference Requirements**

As a prospective tenant, you must be able to demonstrate to your Landlord that you have ability to fulfil the terms of the tenancy agreement which you will sign. Verification of your suitability is carried out through referencing. You can compile the report yourself or use the services of a referencing specialist. To reference yourself you must provide paperwork containing *verified* confirmation of the following:

|  |  |
| --- | --- |
| **PHOTOGRAPHIC IDENTFICATION** | Photographic ID for all parties going on the lease.(Driving Licence, Passport etc.) |
| **ADDRESS DETAILS** | Something with your current name and address details on. This can be a Council Tax Bill, Statement or utility bill.  |
| **LANDLORD REFERENCE** | Confirmation from your current landlord/ estate agents. (If you are not a tenant proof of residencies for the last 3 years is required) |
| **FINANCIAL INFORMATION** | 3 Months bank statements are required. |
| **EMPLOYMENT CHECKS** | A copy of your works contract and 3 month wage slips should be provided. |
| **CREDIT SCORE****(Verification you have no CCJ,s, Court Decrees, Bankruptcy Orders or IVA’s)** | A print out of your credit score is required; this can be obtained free from websites such as www.clearscore.co.uk or [www.experian.co.uk](http://www.experian.co.uk) |
| **GUARANTOR CHECKS** | **We require the same information as above for any required guarantor.** |

When you have all of the above info, please send it to us and we will consider you for the property. We will be unable to reserve the property until we receive the completed report.