



## PROPERTY APPLICATION

If you are interested in one of our properties that you have viewed, you must go through an application process. You will need to provide us with some information along with your application.

Property Store Application Form		Credit Report	
Identification		Landlord Reference (if applicable)	
Your latest 2 month's Bank Statements		Employers Reference (if applicable)	

These documents will help us calculate your affordability and gather enough information on your current situation to help us/landlord make a decision.

### Photographic ID

This can be provided in the form of a driver's license or passport. If you do not have photographic ID you will be required to submit your birth certificate and another form of photographic ID (e.g. young scot card, college or work ID etc.) If you have a foreign passport you will be required to provide your visa/work permit and a residency permit.

### Bank Statements

We will need a copy of your last 2 months bank statements. You can provide photocopies of your bank statements, bring these in to office to be photocopied, or email them to us. Your bank statements will help to confirm your earnings, household bill payments and calculate your affordability.

### Credit Report

Even if you have a low credit score, you may not have any concerning credit issues. For this reason, we ask you to submit your full credit report and not just a copy of your credit score. If you have any worries about your credit report, please do not be discouraged from applying. You can discuss concerns with us before applying.

### Landlord Reference

This is only required if you are currently letting a property. This includes council housing, private lets and housing associations. It must confirm your rent amount, if it has been paid on time, and if any breaches of tenancy have occurred.

### Employment Reference

This is only required if you are currently employed and must confirm, your start and end dates, full time/ part time and your salary/earnings.

It must be supplied on business headed paper or emailed from a business signature email and provided by HR/ senior member of staff.

### Additional information

In some cases, we may ask for additional information to help your application along. For example, wage slips and other proofs of your income or address. We will let you know if we feel you may need more information. You may also be asked to provide a guarantor or agree a higher deposit to secure the let.

Once we have what we need we will make a decision on your application and/or discuss your application with the landlord.

If your application has been successful you will be required to pay an advance payment of £200 (or more if you wish) towards the rent and deposit balance. The property subsequently would be removed from the market and no other applications will be considered.

Professional Referencing

If you are concerned about your ability to apply, or would just prefer a bit of help, We can refer you to a professional referencing company – Advance Tenant Referencing - who will produce a reference on your behalf. Their service costs £40 per person.

This service can be quicker which helps particularly if there are a few people interested in the same property.

The decision on which type of reference to choose is entirely yours. Tenants are not just chosen on a first come first served basis, however we can make a decision on any applications received at any time. It may also be worth noting that Professional referencing can be quicker, and some landlords may prefer a more professional reference.

YOUR DETAILS	
Name:	
Tel:	
Email Address:	
Date of Birth	
National Insurance No:	
Marital Status	
Do you have pets?	
Are you a smoker?	
Who will you live with?	

PROPERTY LET DETAILS				
Property Applying For:				
Agreed monthly Rent amount				
Agreed deposit				
What is your proposed move in date?				
How long do you intend to let the property for?	Years		Months	

CURRENT ADDRESS						
Address						
Post Code:						
Housing Status	Home Owner	Living with Family	Private Landlord	Letting Agency	Council Tenant	Other
Reasons for moving						

RENT FUNDING & AFFORDIBILITY						
Employment Status	Employed		Income:	£	per month	
	Self Employed		Income:	£	per month	
	Unemployed		Reasons:			
	Retired					
	Other					
Funding	From Wages					
	From Savings		How much savings do you have:	£		
	From Benefits		What Type:		How much	£ per month
	Other					

EMERGENCY CONTACT	
Emergency Contact Name	
Address	
Post Code	
Telephone No:	
Relationship to you	

PREVIOUS ADDRESS (if current less than 3 years)						
Address						
Post Code:						
Housing Status	Home Owner	Living with Family	Private Landlord	Letting Agency	Council Tenant	Other
Reasons for moving						

STATEMENT
If you feel there is anything you wish to add or information you feel may help with your application, please feel free to provide a statement



## DECLARATION

I confirm that the information provided above is true and accurate to my knowledge.

I authorise the agent/landlord to share my information with other agencies, organisations and individuals for the purpose of carrying out credit and reference checks.

I authorise the agent/landlord to fully investigate my application and seek additional information where required.

I agree to submit the supporting evidence required within 48 hours to evidence genuine interest.

I understand that failure to submit the required information on time may lead the agent to assume retraction of my interest in the property.

I understand that completing this application form does not commit the landlord or applicant to a tenancy.

I understand that until a private residential tenancy (lease) is signed, all correspondence and verbal communication will not constitute as a legally binding contract.

I understand that the cost for any accepted or unaccepted professional applications will not be refunded.

I confirm that I have read and understood the application procedure and confirm that I wish to proceed with:

Professional Referencing	
Self-Submitted Reference	

Name:	
Signature	
Date	

### AGENT 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.*

AGENT REF: LARN:1804002

### APPLICATIONS CAN BE HANDED IN AT OUR OFFICES OR EMAILED IN:

#### **EAST KILBRIDE**

6 Hunter Street | The Village | G74 4LZ

[enquiries@propertystore-ek.com](mailto:enquiries@propertystore-ek.com)

#### **CUMBERNAULD**

13 Allanfauld Road | Cumbernauld | G67 1EX

[email@propertystore-ek.com](mailto:email@propertystore-ek.com)