



PROPERTY VIEWING/APPLICATION INITIAL SCREENING FORM

The latest Government guidance on conducting viewings is clear that no speculative viewings should take place at this time. To reduce the spread of Coronavirus it is important that only consumers who are serious about making an offer to let can physically view properties.

Therefore the process for applying will be as follows:

- Virtual Viewing online
- Initial screening application (this form)
- Controlled Physical viewing
- Application Verification

You should complete this initial screening form openly and honestly as during our verification process, you will be required to evidence of the information that you have provided. This will can include reference checks from your employer or landlord, as well as a credit search, proof of your address, proof of your income and other background checks.

Property you are applying for	
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Name	
Marital status	
Profession	
Current Address	
Phone Number	
Email Address	
Date of Birth	

National Insurance Number	
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Who to you intend to live with, please include names and ages	
Will this be your first home together?	
Have you ever rented a property before?	
Why are you looking to move?	
When do you want to move?	
How long do you wish to rent the property for?	
Do you have any pets? Please provide details	
Are you able to offer a higher deposit for your pet(s)	
Are you a smoker?	
Do you have a criminal history?	
Have proceedings ever been raised against you over tenancy related concerns such as rent or anti-social behaviour?	

RENT FUNDING AND FINANCES	
Do you have your first month's rent and deposit ready?	
Are you currently employed?	
Are you entitled to or require housing benefit/housing allowance?	
Do you require the assistance of the rent deposit scheme?	
Monthly household income (including any joint applicants)	
Current Savings (including any joint applicants)	
Do you have any concerns with providing/having a credit search carried out?	

Do you have any CCJs, trust deeds, or bankruptcy on your file?	
Do you have reason to believe that you would not pass a credit check or have a low score?	
Can you provide a guarantor?	
Are you currently receiving a reduced rate of income (for example, maternity pay, furlough, or sick pay)	

Emergency Contact Details	
Name	
Phone Number	
Current Address	
Email Address	
Relation	

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

DOCUMENTATION	
<p>You will need to provide some documentation to support your application. A copy of your ID and 2 months bank statements are required before you will be offered a physical viewing.</p> <p>Other documents can be provided later during our verification process, however including them now, may put you ahead of other applicants and is therefore encouraged before your viewing.</p>	
Photographic Identification (MANDATORY BEFORE VIEWING)	
2 month's bank statements (MANDATORY BEFORE VIEWING)	

Credit Check	
Landlord Reference	
Employment Reference	

Once it has been reviewed you will receive a notification of their response. They may ask you to provide further details or clarification on some aspects of your application. They may also invite you to view straight away, or sadly let you know that you have not passed the initial screening. Please allow 2 working days for a response. Is there anything else you wish to comment on in support of your application?

APPLICANT COMMENTS

Applicant/Viewer Signature	
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6 Hunter Street, East Kilbride, G74 4LZ, 01355 458 253, LARN: 1804002