**APPLICATION FOR TENANCY**

**PLEASE COMPLETE ONE FORM PER TENANT & SUBMIT COMPLETE APPLICATION FORMS TOGETHER**

**PLEASE COMPLETE IN BLOCK CAPITALS**

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| **I/We wish to rent the undernoted property at a monthly rental of £\_\_\_\_\_\_\_\_\_\_\_ and agree to pay the sum of £\_\_\_\_\_\_\_\_\_\_\_ to be held as a deposit with Safe Deposit Scotland until the inventory is checked at my outgoing.**  |

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| 1. **ADDRESS OF PROPERTY TO LET:**
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| **Address:**  **Post Code:** **Monthly Rent: £ Is this property shared? Yes No Are you a student? Yes No** **If YES number of sharers If YES a Guarantor will be required** **Tenancy Term: Tenancy Start Date:** **Date of Viewing completed or scheduled:****In Person Viewing 360 Video Tour** **(tick where relevant)** |

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| 1. **PERSONAL DETAILS**
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| **Title (Mr/Mrs/Ms/Other): Full Name:** **Date of Birth:** **Marital Status: Married Single Separated Divorced Widowed Co-habiting****Current Address**  **Post Code:** **Landline No: Mobile No:** **Email Address:****Period at this address: Years Months Reason for Departure:** **Are you currently Homeowner Tenant Council Tenant Living with Parents/Friends Other** **If other please specify** **Have you any County Court Judgements, Court Decrees, Bankruptcy or Administration Orders? Yes No** **If YES please give brief description:** **Are you a smoker? Yes No Are you a pet owner? Yes No If YES please specify:**  **Names and ages of children who will be living in the property:**  |

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| 1. **LETTING AGENT / LANDORD INFORMATION**
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| **Company Name: Landlord Name:** **Address:** **Post Code:**  |

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| 1. **EMPLOYMENT DETAILS – IF YOU ARE A STUDENT COMPLETE SECTION 6 - IF YOU ARE SELF EMPLOYED COMPLETE SECTION 7**
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| **Are you Employed Self-Employed Retired Student Un-Employed Other** **Your Occupation / Job Title Gross Salary £ per year****Starting Date** **Company Name and Address** **Post Code** **Employer Contact Name** **Email Address** |
| 1. **ADDITIONAL / ALTERNATIVE SOURCES OF INCOME**
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| **Please list any other sources of income that you may be receiving i.e. Savings, Tax Credits, Housing/Disibility Benefits, Maintenance etc including amounts you receive monthly/yearly:**  |

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| 1. **STUDENT DETAILS – If you are a student a guarantor will be required**
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| **Name of College or University:** **Course and Year:****Matriculation No: Contact Name of Tutor/Director of Studies:****Guarantor Name:****Guarantor Address:** **Post Code:** **Guarantor Email Address:****Guarantor Telephone Number:**  |

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| 1. **SELF EMPLOYMENT DETAILS (IF APPLICABLE)**
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| **Your Company Name** **Company Address** **Post Code** **Accountant’s Name** **Accountant’s Address** **Post Code****Email Address**  |

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| 1. **BANK DETAILS**
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| **Name of Bank/Building Society** **Address of Bank/Building Society****Post Code****Account Name****Account Number Sort Code** |

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| 1. **EMERGENCY CONTACT DETAILS**
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| **Name Relationship** **Address** **Post Code Contact No:****Email Address** **Please note that next of kin details must not be an additional tenant in the property.** |
| 1. **DECLARATION + SUPPORTING DOCUMENTS**
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| **I hereby confirm that the information provided by me is to the best of my knowledge and true. You may make enquiries as you consider necessary in connection with this application and I have no objections to the information being verified by whatever means deemed necessary. I authorise you or any Assessment Company to disclose any information about me and my account to any Credit Reference Agency who may retain a record of any such search.****Please note that if your application is successful, you will require to complete ID Checks with Amiqus by providing ID and address proof of address documents. Your credit and reference checks will be completed by Let Alliance, please reference to the separate ‘Referencing Guide for Tenants’ document for further information.** **Applicants Signature: …………………………………………………………………………….. Date: ………………………………………………………………………………….** |

Belvoir Edinburgh

GDPR Fair Processing Notice

(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?

Belvoir Edinburgh, 28-28a Dundas Street, Edinburgh EH3 6JN (“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 2018 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 registered as a data controller with the Information Commissioner's Office (ICO) under registration number ZA172217 and we are the data controller of any personal data that you provide to us.

Our data protection officer is Andrew Jack.

Any questions relating to this notice and our privacy practices should be sent to edinburgh@belvoir.co.uk

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 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).

In order to consider your application for a tenancy agreement and fulfil the landlord’s duties under any subsequent contract, we require to collect the following information about you:

* name; address; telephone number; email address;

We also have a legitimate interest in obtaining, processing and storing the following information about you:

* national insurance number; next of kin

We receive the following information from third parties and have a legitimate business interest in processing that information:

* 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 details

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 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.

Transfers outside the uk and europe

Your information will only be stored within the UK and EEA.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe. A copy of our Privacy Policy is available upon request to edinburgh@belvoir.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.

Our full retention schedule is available in our office or upon request to edinburgh@belvoir.co.uk.

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;
* ask me to restrict or object to processing;
* data portability (in certain circumstances);
* be informed of and challenge any decisions based solely on automated processing; and
* object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact us at edinburgh@belvoir.co.uk.

Should you wish to complain about the use of your information, you should contact us to resolve this matter in the first instance. You also have the right to complain to the 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: 0303 1231115 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.