



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. If you chose to use Let Alliance to satisfy the requirements please return this form together with your deposit.

We cannot hold a property for you until we receive these forms and the security deposit for the property. 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. 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 **condition 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. Delmor will contact these organisations on your behalf to notify them of the date the tenancy starts, your details and provide meter readings. Most companies wait at least 3 months before sending the first bill and this is normally estimated. We recommend you contact them as soon as you get your keys to ensure you do not receive high estimated bill.

Rent

Rent is payable on the day you sign your lease. The payment can be made by cash or debit card (subject to a £1 transaction fee). Delmor will prepare a Standing Order Mandate for future payments. Please provide your bank details overleaf so that the mandate can be prepared in time for the lease signing.

Lease Signing Appointment

You must attend our office together with any guarantors (if applicable) at the agreed date and time. Please allow at least 30 minutes for this appointments. You will be required to pay your first month's rent which can be paid by debit card (subject to a £1 transaction fee) or in cash.

You will be required to provide proof of your current address and photographic ID. Delmor can provide details on what forms of ID are acceptable.

You will be provided with a copy of your lease, all statutory notices and at least one set of keys.

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

Property being applied for: _____

_____ Postcode: _____

Monthly rent: _____ Proposed tenancy start date: _____

Deposit (*Payable now*) £ _____

Applicant Information

Applicant: _____

Address: _____

_____ Postcode: _____

Home number: _____ Mobile: _____

Email: _____ D.O.B _____

Bank Details

Bank Name: _____

Address/Branch: _____

Account Holders Name: _____

Account Number: _____ Sort Code: _____

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 a **report** containing **verified** confirmation of the following:

PHOTOGRAPHIC IDENTIFICATION	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.noddle.co.uk or www.experian.co.uk eg.
GUARANTOR CHECKS	We require the same information as above for any required guarantor.

When you have all of the above in **report** format, 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.

- **We understand there is a lot to think about therefore we have sourced a specialist referencing company who can provide a verified report in around 3 working days.**
- **Landlords are guaranteed to accept a approved applications carried out by *Let Alliance***
- **For a one off payment to *Let Alliance*, they will complete all the above reference checks and compile a final report on your behalf.**
- **Let Alliance will confirm your application is in progress and *Delmor will hold the property while checks are being completed by Let Alliance!***

Call Let Alliance on 0845 685 0475