

Code:

Property applied for

FACTOTUM POTENTIAL TENANT FORMS

In order for your application to be successful, each prospective tenant must complete the attached forms in full.

If you are a student and/or under 25, a parent or legal guardian must complete and sign the guarantor form unless otherwise advised by Factotum. This means that they commit to paying the rent and honouring the terms of agreement if you are unable or fail to do so.

In addition to the potential tenant forms you will need to provide two written references: Examples of suitable references:

- Current landlord
- Current employer
- If you currently have a mortgage, or make regular payments we can accept proof of these payments.
- If you are a student we can accept a reference from your university/director of studies.

Proof of identity:

Examples of suitable forms of identification required:

1. Passport
2. Photo Driver's License
3. Please also your National Insurance Number to hand.

Finally, please note that the due processes for this application and, if approved, any future tenancy may be conducted electronically by email. This is not mandatory but is our preferred method of contact and contract signing. Please indicate your approval, or not, to proceed in this fashion.

Yes..... No:..... Preferred method:

If you have any queries regarding this application please don't hesitate to ask. We would be most grateful if you could let us know how Factotum was brought to your attention and would welcome any comments you may have on the service we provide.

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Checklist:

1. Completed PT Forms
2. Completed Guarantor Form (where required)
3. Reference 1
4. Reference 2
5. IDs

Code

Prospective Tenants Form

Property applied for:

Monthly rental:

Proposed start of tenancy:

Proposed length of lease:

Your Full Name:

Your Present Address:

Tel No:

Email:

Your previous address' last three years:
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Your Occupation:

Your Income:

Date of birth..... N.I number..... Do you smoke?.....

Are you intending to apply for Housing Benefit?

Any other relevant information:
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Your Parents' / Next of Kin Names:

and Address:

Names, Contact details and email addresses of proposed co tenants:

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I declare that the information provided is true to the best of my /our knowledge and I consent to Factotum passing on this information to third parties to enable validation or confirmation of the details and references provided. In the event of your leasing a property managed by Factotum I consent to your sharing details about the following: Your performance of any obligations undertaken, Past, present and future known addresses of the parties, with each other, with credit and reference providers for referencing purposes and rental decisions, with utility and water companies, with local authority council tax and housing benefit departments, with mortgage and other lenders; all to help prevent dishonesty, for administrative and accounting purposes, or for occasional debt tracing and fraud prevention. Under the Data Protection Act 1998 you are entitled, on payment of a fee which will be no greater than that set by statute, to see a copy of personal information held about you and to have it amended if it is shown to be incorrect'. I have read the attached guidance notes.

Signed:.....Date:

Rent Payments

Rent must be paid by standing order on or before the 1st of each month. A standing order form must be completed upon signing the lease.

The first month's rent and deposit must be cleared in our account before you move in. When your application has been processed, we will contact you to pay the deposit and secure the property.

If you move in after the 15th of the month, you must pay pro rata rent for the remainder of the calendar month and full rent for the second calendar month before keys can be handed out.

To:

Factotum
63 Dublin Street
Edinburgh EH3 6NS

Date:

Dear Sir / Madam

Name of Applicant / Tenant:

Property at:

I hereby state that I support the above-mentioned person in their application for a tenancy and am prepared to act as guarantors. I have been made aware of the obligations, the period of the lease and the amount of rent as stated in the tenancy agreement. I hereby agree that should He /She fail to pay rent or honour their obligations as set out in the tenancy agreement then I will pay on His / Her behalf.

Signed by Guarantor Date

Name of Guarantor

Address of Guarantor.....

E-mail of Guarantor:

Home phone number: Mobile Number :

Occupation:

NI Number:

Bank details:

Bank Sort Code:

Bank Account Number:

Account Name: