

# speirs gumley

## APPLICATION PROCEDURE

### **Reserving a Property**

Once you have viewed a property and decided that you want to go ahead, please contact our office on 0141 332 9225 to place a reservation. You must advise us of the property address when you call and you will be asked to make a payment of £100 which forms part of the deposit for the property.

### **Tenant Application Process**

If you have not been given a tenant application form at the viewing, please advise when you make the reservation and we can email one to you. Please adhere to the following instructions;

1. Please complete the application form fully
2. Supply proof of address for the last 3 years – this can either be a bank statement or utility bill.
3. Supply confirmation of current salary by way of last 2 months salary slips or last 3 weekly salary slips
4. Supply photographic identification – copy of passport or UK driving licence
5. If you are self-employed, you must have at least 3 years worth of accounts and provide accountant details if using one.

NB: If you have lived outside of the UK during this time we will require proof of entry to the UK and details of your overseas addresses

**YOU MUST RETURN COMPLETED APPLICATION FORMS WITHIN ONE WEEK OTHERWISE THE PROPERTY WILL BE REMARKETED**

### **Guarantor Application Process**

You may require a guarantor if you are a student or do not meet the full application criteria. A guarantor can either be a parent, guardian or other relative/friend. They must adhere to the following guidelines;

1. Complete a guarantor application form fully
2. Supply proof of address for the last 3 years – this can either be a bank statement or utility bill.
3. Supply confirmation of current salary by way of last 2 months salary slips or last 3 weekly salary slips
4. Supply photographic identification – copy of passport or UK driving licence
5. If the guarantor is self-employed, they must have at least 3 years worth of accounts and provide accountant details if using one.

**YOU MUST RETURN COMPLETED APPLICATION FORMS WITHIN ONE WEEK OTHERWISE THE PROPERTY WILL BE REMARKETED**

**IMPORTANT: Once we receive all of this information, your application will be sent to Leaseguard and a credit check carried out. This can take a minimum of 3 -5 working days to process.**

NB: If your application is declined, the reservation fee of £100 will be refunded by your method of payment

If you have any queries, please contact the Residential Letting department on 0141 332 9225.

Speirs Gumley Residential Letting Ltd  
194 Bath Street, Glasgow, G2 4LE  
Tel: 0141 332 9225 Fax: 0141 332 7899  
E-mail: [reslets@speirsgumley.com](mailto:reslets@speirsgumley.com)  
[www.speirsgumley.com](http://www.speirsgumley.com)

IN ORDER TO PROCESS YOUR REFERENCE EFFICIENTLY WE REQUIRE THE FOLLOWING:-

IF EMPLOYED:  A LETTER FROM YOUR EMPLOYERS HUMAN RESOURCES DEPARTMENT CONFIRMING YOUR EMPLOYMENT DETAILS

**AND/OR**

YOUR TWO MOST RECENT MONTHLY OR THREE MOST RECENT WEEKLY PAY SLIPS

IF SELF-EMPLOYED:  ACCOUNTANT/AUDITOR DETAILS

**AND/OR**

YOUR LAST THREE YEARS ACCOUNTS

IF RECEIVING BENEFIT AND/OR PRIVATE OR STATE PENSION:  MOST RECENT LETTER FROM THE DEPARTMENT OF WORK & PENSIONS OR 2/3 MOST RECENT BANK STATEMENTS OR LOCAL HOUSING ALLOWANCE

FOREIGN NATIONAL'S OR EX-PATRIOTS:  A COPY OF YOUR PASSPORT WITH DATE OF ENTRY STAMP VISIBLE OR ACCESSION STATE WORKER REGISTRATION CERTIFICATE / WORK PERMIT

**IN ALL CASES**

1 UTILITY BILL FROM 2010, 2011, 2012 & 2013

A COPY OF DRIVING LICENCE/PASSPORT

**FAILURE TO PROVIDE THE ABOVE INFORMATION AT THE OUTSET WILL RESULT IN A DELAY IN THE PROCESSING OF YOUR APPLICATION**

I hereby authorise LEASEGUARD Ltd to make any enquiries considered necessary to substantiate information supplied on this application. I give my permission to take up all necessary references and that these may be shown to a Landlord and/or their lender.

Signed..... Date.....

# TENANT APPLICATION

**FOR AGENTS USE ONLY**

2 Yrs Utility Bills attached/viewed  **Full Tenant Reference**   
 3 Yrs Utility Bills attached/viewed  **Credit Search Only**

**Please complete BOTH SIDES of the form fully in INK and in BLOCK CAPITALS or this may cause delays in processing your application**

State full name (including all first names) of this applicant and all other occupiers of the property.  
 (If married couple please ensure both parties sign form)

1. First Names .....  
 (Mr/Mrs/Miss/Ms)  
 Surname .....  
 DOB .....

2. First Names .....  
 (Mr/Mrs/Miss/Ms)  
 Surname .....  
 DOB .....

3. First Names .....  
 (Mr/Mrs/Miss/Ms)  
 Surname .....  
 DOB .....

Maiden Name .....

Marital Status .....

Child 1 Name ..... Age .....

Child 2 Name ..... Age .....

Property Address applied for .....

..... Postcode .....

Total Rent per month for the Property £ .....

Total Rent per month for the Applicant £ .....

Rental Period .....months No. of bedrooms .....

Are you to pay the rent through your own means or housing benefit?  
 Own Means  Benefit

Is this a Joint Tenancy Application? Yes  No

Proposed Tenancy Commencement Date .....

**Applicants will be jointly and severally liable for the Total Rent per month for the property.**

Are you currently: Owner  Council Tenant

Private Tenant  With Parents

Other (Please specify) .....

Current Address .....

..... Post Code .....

Period at Address .....years .....months

Day Tel ..... Evenings.....

Email .....

**Please provide previous addresses and dates of residency for the last 3 years (please attach a separate sheet if required)**

Previous Address.....  
 ..... Post Code .....

Period at Address.....years ..... months

**YOUR EMPLOYMENT DURING THIS TENANCY**  
**(Please notify your employer/accountant contact that enquiries will be made to verify this information)**

Employer/Accountant Name .....

Address.....  
 .....

Employer/Accountant Contact Tel .....

Employer/Accountant Contact Fax .....

Employer/Accountant Contact Email .....

Position Held .....

Gross Monthly Salary £..... Start Date .....

Employer/Accountant Contact Name & Position .....

.....

National Insurance Number .....

Payroll Number .....

**SECONDARY EMPLOYMENT DETAILS**

Employer/Accountant Name.....

Address.....  
 .....

Employer/Accountant Contact Tel.....

Employer/Accountant Contact Fax.....

Employer/Accountant Email .....

Position Held.....

Gross Monthly Salary £..... Start Date.....

Employer/Accountant Contact Name & Position .....

.....

Are you aware of any matters that may cause your employment /income to change in the near future?  
 (If yes please give details on a separate sheet) Yes  No

**If self-employed, provide 3 years accounts**

**PAST EMPLOYMENT DETAILS** – If you have been in your current employment for less than 3 years, please provide details of previous employment including commencement and leaving dates. *(Please attach on a separate sheet if required)*

Position Held and Salary  £  :  p.m. Start Date  Leaving Date

Company

Address   
 Post Code

Contact Name  their position

Daytime Tel. No.  Fax No.

Email

**DO YOU HAVE ANY ADDITIONAL SOURCE OF INCOME? - Proof must be provided**

Pension  £  :  P/A Investment Income  £  :  P/A Other  £  :  P/Week

Please Specify

**EXISTING/PREVIOUS LETTING AGENT/LANDLORD** If applicable. *(Please give authority to your Agent to pass on opinion on you)*

Name

Address   
 Post Code

Daytime Tel. No.  Fax No.

Email  Previous Rent Paid  £  :

Do any of the named applicants or proposed Tenants for this property have any pets? Yes  No  Type  Smokers Yes  No

**BANK/BUILDING SOCIETY DETAILS (CURRENT ACCOUNT ONLY)**

Bank Name

Address   
 Post Code

Name of Account Holder

A/C No.  Sort Code  Tel. No.

How long have you held this bank account?

Do you have a Credit Card? Yes  No  If so, for how long?

Are you aware of any previous CCJ/ or Bankruptcy? Yes  No  If YES, please give details below:

I/We hereby authorise Leaseguard Ltd to make any enquiries considered necessary to substantiate information supplied on this application. I/We authorise you or your assessment company to disclose any information about me/us and/or my company to any credit reference agency and/or any other tenancy database who may retain a record of such a search. The information is used to help make me credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. Credit searches and other information which is provided to us and/or credit reference agencies, about you and those with whom you are linked financially and have associated records with, may be used by Leaseguard and other companies if credit decisions are made about you or other members of your household. I give my permission to take up all necessary references and these may be shown to a Landlord and/or their agent. The details you provide will be held by LEASEGUARD and may be used to keep you up to date on our products and services and those of other organisation we believe will be of interest to you and for a quotation for Tenants Contents. If you prefer not to receive this information, please tick this box.

**We regret that not explanation will be given should we be unable to accept you are a tenant**

I confirm that the information supplied us to the best of my knowledge and belief, true.

Signature of Applicant 1 ..... Date .....

Signature of Applicant 2 ..... Date .....

*(Only applicable if married couple)*