PRIVATE & CONFIDENTIAL

Mid-Market Rent Housing

APPLICATION FORM

Property Applied For: **Queensferry Heights**

If you require assistance to complete this form, please contact:

Manor Estates Associates Limited
Suite 4, 5 New Mart Place
Edinburgh, EH14 1RW
Tel 0131 510 8540
meal@manorestates.org.uk

Section 1: Personal Details

First Applicant

Title	
First Name	
Surname	
Date of Birth	
Current Address	
Postcode	

Second Applicant

Title	
First Name	
Surname	
Date of Birth	
Current Address	
Postcode	

Contact Details

Home	
Mobile	
Work	
Email	
National Insurance No.	

Contact Details

Home	
Mobile	
Work	
Email	
National Insurance No.	

Please provide the names and details of anyone else who would be living in the property with you

First Name	Second Name	Date of Birth	Relationship to You

Section 2: Employment and Financial Details

First Applicant			Second Applicant		
Are you in employment?	Yes	No	Are you in employment?	Yes	No
Contracted Hours			Contracted Hours		
Job Title			Job Title		
Start Date			Start Date		
Employers Name and Address			Employers Name and Address		
Employers telephone number/email			Employers telephone number/email		
Income Details			**Income Details**		
Current Net monthly salary (after tax)			Current Net monthly salary (after tax)		
Bonus/Commission			Bonus/Commission		
Sickness Benefit			Sickness Benefit		
Pension			Pension		
Tax Credits			Tax Credits		
Child Benefit			Child Benefit		
Child Maintenance			Child Maintenance		
Widow's Pension			Widow's Pension		
Shareholder's Profits			Shareholder's Profits		
Other Income			Other Income		
Total monthly income			Total monthly income		
Annual Salary			Annual Salary		
Do you have access to any capital funds	Yes	No	Do you have access to any capital funds	Yes	No

Please provide a copy of your photo ID, copies of your last 3 monthly bank statements and 3 months' pay slips or details of any benefit payments. Please also complete and sign the form authorising us to carry out a credit reference and seek references from your employer.

Section 3: Current Accommodation Details

First Applicant		**Second Applicant**	
Please give details of your current accommodation			
Home Owner		Home Owner	
Local Authority		Local Authority	
Housing Association or Co-operative		Housing Association or Co-operative	
Private Rent		Private Rent	
Lodger		Lodger	
Living with Parents/Relatives		Living with Parents/Relatives	
Tied Accommodation		Tied Accommodation	
Other (please state)		Other (please state)	

Is the property furnished?	Yes	No	Is the property furnished?	Yes	No
Date you moved in:			Date you moved in:		
Landlords Name and Address			Landlords Name and Address		
Landlords telephone number			Landlords telephone number		
Landlords email			Landlords email		
If you own your home do you intend to sell the property?	Yes	No	If you own your home do you intend to sell the property?	Yes	No
If no, please advise why:			If no, please advise why:		

If you are or have been a tenant, lodger or living in tied accommodation at any time in the last three years, please give details of your landlord(s) below (not including your current landlord)

Previous Tenancy Address			Previous Tenancy Address		
Tenancy Dates	From	To	Tenancy Dates	From	To
Landlords Name, Address and Email			Landlords Name, Address and Email		

Section 4: Other Information

First Applicant

Are you registered with EdIndex? | Yes | No

If yes, please note application number:

_____

Second Applicant

Are you registered with EdIndex? | Yes | No

If yes, please note application number:

_____

Have you, or anyone housed with you, been evicted for anti-social behaviour, or been subject to an Anti-Social Behaviour Order (ASBO) or Criminal Anti-Social Behaviour Order (CRASBO)?

First Applicant | Yes | No

Second Applicant | Yes | No

Have you ever been evicted from a rented property for any reason, such as rent arrears or anti-social behaviour?

First Applicant | Yes | No

Second Applicant | Yes | No

If yes, please provide details:

_____

_____

If yes, please provide details:

_____

_____

Are you eligible to work in the United Kingdom?

First Applicant | Yes | No

Second Applicant | Yes | No

Are you or any member of your household a member (or related to a member) of staff or committee of Manor Estates Housing Association or Manor Estates Associates Ltd?

First Applicant | Yes | No

Second Applicant | Yes | No

Section 5: Declaration

Name:	
Address:	

I/we declare that the information supplied by me/us in this application is correct.

I/we understand that supplying false or misleading information or deliberately withholding relevant information may result in the cancellation of my/our application.

I/we hereby give permission for Manor Estates Associates Limited to approach my/our current employer and my/our bank for confirmation of income details.

Manor Estates Associates Limited may approach your current or former landlord(s) to enquire if your tenancy has been conducted satisfactorily. Your permission for us to do so is requested so that information about your tenancy may be disclosed to comply with relevant GDPR/Data Protection legislation.

I/we hereby give permission for Manor Estates Associates Limited to carry out a formal credit check using a recognised agency.

First Applicants signature:		**Date:**	
Second Applicants signature:		**Date:**	

All information provided in connection with your application will be treated as confidential in accordance with our Confidentiality Policy. We also comply with the requirements of GDPR and the Data Protection Act 1998. Data will only be used to assess your application and to provide statistical information on who we are housing. Personal information will not be shared with an any other organisation without your consent unless we have an obligation to do so.

LETTINGREF - TERMS AND CONDITIONS

Applicant signature - By signing and submitting this form you are confirming that (i) the information provided about you on this Form is (to the best of your knowledge) accurate, complete and not misleading (ii) that you have read and agree to the attached Data Protection Statement.

Please read the declaration and sign and date below. **WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.**

☐ I acknowledge that UNLESS I have ticked this box I will be consenting to Lettingweb Limited sharing my information with other companies in the Lettingweb Group and to Lettingweb Limited and such other companies contacting me from time to time with information about products and services which may they consider might be of interest to me.

☐ I acknowledge that I will be consenting to Lettingweb Limited sharing my information with selected third parties in order that they may contact me from time to time with information about products and services which they consider might be of interest to me UNLESS I have ticked this box.

First Applicants signature:		**Date:**	
Second Applicants signature:		**Date:**	

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Lettingref - Privacy Policy

About this Privacy Policy
Letting Services Online Ltd (a company incorporated in Scotland under the Companies Acts (company number SC450219)) and having its registered office at 26 Dublin Street, Edinburgh, EH3 6NN), and each of its subsidiaries, holding companies and associated companies from time to time (hereinafter referred to collectively as "the Lettingweb Group"), is committed to ensuring that your privacy is protected when personal information about you is provided to it.
Throughout the remainder of this Privacy Policy references to:-
• "we" or "us" shall mean Letting Services Online Ltd and/or any other member of the Lettingweb Group from time to time;
• "you" shall mean the user of this website (which may include Customers, Tenants and Guarantors);
• "Customers" means the persons who are registered users of this website and "Customer" shall mean any one of them;
• "Guarantors" means those individuals who may be required to guarantee the rents payable by Tenants to landlords and whose personal information is supplied to us (whether via the Website or otherwise) by a Customer or by Tenant and "Guarantor" shall mean any one of them;
• "the Services" means the services made available to Customers via the Website but in particular shall include the tenant vetting service (which involves, among other things, of obtaining of credit information in respect of Tenants and Guarantors (as the case may be)) and the service of arranging for policies of insurance for Customers and/or Tenants;
• "Tenants" means those individuals who are existing tenants or prospective tenants of Customers whose personal information is supplied to us (whether via the Website or otherwise) either by Customers or by the tenant or prospective tenant themselves and "Tenant" shall mean any one of them; and
• "the Website" means the website on which this Privacy Policy appears, accessible at www.lettingref.com and www.lettingref.co.uk.

Please read this Privacy Policy carefully. It explains:
• the types of personal information which we hold and process;
• the purposes for which we hold and process personal information;
• how we use the personal information which we hold;
• for how long we hold personal information; and
• the procedures we have in place to protect your privacy.

Unless you object in writing to us at the time the relevant personal information is collected, by accepting this Privacy Policy and submitting your sign-up form you consent to your data being used in accordance with the terms of this Privacy Policy.
If we change our privacy policy, we will post the new Privacy Policy on the Website. This Privacy Policy was last updated **May 2018**. Your continued use of the Website and/or the Services will constitute acceptance of such changes.
We welcome your views about any of our websites and our Privacy Policy. If you would like to contact us with your views, please email info@lettingref.co.uk

Controller and data officer
This website is being managed by Lettingweb Ltd which is also the data controller for the UK data protection law and GDPR. Our privacy department can be contacted at privacy@lettingweb.com , 0131 297 0210 or 26 Dublin Street, EH3 6NN, Edinburgh.

What Personal Information Do We Hold and Process?
We hold the following types of personal information:
• Information which you voluntarily provide to us (via the Website or otherwise) which may include the following types of information (without limitation):-
- your name, gender, telephone number(s) and e-mail address(es)); and
- details of your current address and previous addresses at which you have lived
- details about your finances and credit history;
- your date of birth; and
- your current occupation, details of your current employer and details of your employment history;

• information about your use of the Website (including your IP (internet protocol) address);
• if you are a Tenant or Guarantor, information about you provided to us by third parties (such as our Customers, credit reference agencies, fraud prevention agencies and insurance reference agencies), which may include without limitation:-
- all of the types of information listed above which you might have otherwise provided to us directly
- whether you have any adverse credit history;
- whether you have had any County Court Judgments or similar legal judgments against you;
- whether you have every been declared bankrupt;
- details of any previous addresses at which you have lived;
- references given by your previous employers and/or landlords;
- details of previous insurance claims;
- copies of documents provided by our Customers such as your birth certificate, passport, utility bills, bank statement and drivers licence.
- information which we obtain from public sources, such as the voters roll.

The way we use your personal information:
• To provide you services. We use your personal information to provide the services you requested.
• For marketing and advertising. We use your personal information to provide you, or to permit selected third parties to provide you, with information about goods or services that we think will interest you. We may use your personal information to provide you with information that we think that might be interesting for you. You'll provide your consent I case we share your information with third parties. We asked your consent when you are receiving offers from a mailing list. The mailing list contains an unsubscribe link. You are always able to change or request information about our mailing lists be e-mailing us on
• To improve our services. We contact you to keep you updated about our services. We may contact you to help us improve our websites and services.

Completed forms should be emailed to meal@manorestates.org.uk or posted to Manor Estates Associates Limited, Suite 4, 5 New Mart Place, Edinburgh, EH14 1RW.