

Commercial Property | Application form

As part of the sign-up process there's some important paperwork that needs to be read and completed.

	<input checked="" type="checkbox"/> Please complete
Part 1. Data protection	<input type="checkbox"/> Please read
Part 2. Application form	<input type="checkbox"/> Please complete
Part 3. Authorisation for Credit Check	<input type="checkbox"/> Please complete
Part 4. Verification and Identify	<input type="checkbox"/> Please complete

It is important that you provide the following documents:

- ✓ Photographic ID (i.e passport, driving licence)
- ✓ Proof of income (i.e last three wage slips)
- ✓ Last three bank statements
- ✓ Proof of address (utility bill, bank statement)
- ✓ Two trade references
- ✓ If a company, a copy of the certificate of incorporation.

To complete your application we will need proof of your identity and business details. Please arrange an appointment to supply the information above at our Glasgow or Edinburgh offices.

You can also submit copies electronically to info@lowtherhomes.com

Part 1 Data protection

In line with our privacy statement, we are committed to protecting your privacy. We try to meet the highest standards when collecting and using personal information.

How we will use personal information

This form tells you what to expect when we collect personal information. It applies to information we collect about you.

Your personal information will enable us to:

- ✓ Assess your suitability for a tenancy
- ✓ Monitor your tenancy
- ✓ Maintain and factor the property
- ✓ Detect and prevent fraud
- ✓ Recover monies owed by you

We will also use, store and analyse the information so that we can administer, support, improve and develop our operations/services.

We will contact you for your views on our services and to notify you of important changes or developments to our services and the use of your information.

We may also use your information to let you know about other services and products we offer which may be of interest to you, as well as sending you our customer newsletter.

You can read our full privacy notice on our website www.lowtherhomes.com

Ways in which we may contact you

We may contact you by post, telephone (including text), fax or email.

If you change your mind about being contacted in the future, please let us know.

Disclosure of information

The information you provide us will be held on our computer records and paper records/files, in the UK. The information may be accessed by or given to our staff, Wheatley Group, our contractors and agents who act for us, for purposes already outlined or for other purposes approved by you or as otherwise permitted by law.

We also reserve the right to disclose any information you provide to us where required to do so by law, or to comply with a regulatory obligation, or to assist in any investigation into a complaint or alleged illegal or criminal conduct.

Security and data retention

We employ industry standard security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destructions and damage. We shall retain your information for a reasonable period or as long as the law requires.

If your application is unsuccessful, we will securely shred your application form and supporting documents within 24 hours.

Your rights

Your rights in relation to your personal information are:

- ✓ you have a right to request access to the personal information that we hold about you by making a "subject access request";
- ✓ if you believe your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- ✓ you have a right to request that we restrict the processing of your personal information for specific purposes; and
- ✓ if you wish us to delete your personal information, you may request that we do so.

The accuracy of our information is important to us. Please help us keep our records updated by telling us about any changes to your personal information.

You can exercise any of these rights by contacting us at **InformationRequests@wheatley-group.com**

Third party representation

You may nominate another person to act on your behalf. Your representative will be permitted access to your personal information that we hold about you.

To nominate a representative please complete the enclosed representation mandate.

Part 2 Application form – Applicant 1

Thanks for your interest in a commercial property with Lowther Homes.

Please fill in the form below and send it to:

Lowther Homes Commercial Property, Wheatley House, 25 Cochrane Street, Glasgow G1 1HL
or email **info@lowtherhomes.com**

Before you submit the form make sure you:

- ✓ Fill everything in – incomplete forms may invalidate the application.
- ✓ Attach any additional information – this should be signed and dated.
- ✓ Check the information – incorrect or misleading information may invalidate the application or your lease.

Property address			
	Postcode		
Proposed use			
Name of applicant		Company no.	
Registered company address			
	Postcode		
Home address (if company, give head office)			
	Postcode		
Date of birth			
Email			
N.I. number			
Contact number			
Desired length of lease			
Description of any fit out work			
	Estimated cost of works (£)		
Any other conditions or comments			

Background information

If you have previously been in business please give details of location, type of business and details of landlord and rent paid.
If not in business previously give details of reasons for starting business and details of any training undertaken:

Are any of the people who are going to be leasing in the unit on the Sex Offender Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is everyone on the application a UK National?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered 'No', what is your country of origin?	
<p>Lowther Homes will welcome applications for a commercial tenancy. All applications will be checked to ensure that all applicants detailed in the application:</p> <ul style="list-style-type: none"> ✓ are not subject to immigration control ✓ have entitlement to a lease. <p>Non UK Nationals will be required to provide supporting documentation confirming their right to reside in the UK.</p>	

Within the last 12 months, have you or any of your relatives been (please tick appropriate box):

An employee of Wheatley Group	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A Board or Committee member of Wheatley Group	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A Board or Committee member of a Wheatley Group subsidiary	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered 'yes' to any of these questions, please state:

The person's name	
Their position	
How did you become aware of the property?	

Your personal information will enable us to:

- ✓ keep our records up to date and accurate
- ✓ improve our understanding of our customers and their needs
- ✓ administer, support, improve and develop our services to ensure our service to you is as good as it can be
- ✓ support strategic development
- ✓ recover any money owed
- ✓ detect and prevent fraud and other criminal activity
- ✓ investigate a complaint
- ✓ safeguard and maintain our property.

I believe the information provided on the tenant application form to be true and authorise the Landlord or Agent to:

- ✓ Carry out credit searches and personal reference checks and to contact employers, banks, referees, guarantors, The Glasgow Housing Association Limited, any company within Wheatley Group, credit reference agencies and any other organization as appropriate and to obtain any information about me held by them.
- ✓ Use the information obtained with third parties to check the validity of the information, assess credit ratings, my suitability for a tenancy,

make insurance decisions, for fraud prevention, tracing / debt collection and to share information across Wheatley Group, our parent company.

- ✓ Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1998.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released in terms of the Data

Protection 1998 to authorise debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy.

A shared or single tenancy will not be created until all applicants have been qualified and have signed the tenancy agreement.

I understand that any false information given in this application may result in early termination of the tenancy.

Declaration

I / we have never had a decree awarded against me / us for outstanding debt, never been declared bankrupt, or been involved in a company / partnership which has gone into liquidation / receivership etc. and all the details in this offer form are correct (please sign below).

Signature		Date (dd/mm/yy)	
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