

## To let | 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

**So that we can check your suitability for a tenancy, 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)
- ✓ Reference (employer and landlord)

Please send your completed application form and all supporting documents to [letting@lowtherhomes.com](mailto:letting@lowtherhomes.com), with the property address as the email subject.

If you don't include all documents we may not be able to process your application.

### Mid market rental:

To qualify for a mid-market rent property, your total household income should not exceed £40,000 per annum.

We will also assess affordability to make sure the applicant(s) can afford to take up and sustain the tenancy.

For more detail go to [www.lowtherhomes.com](http://www.lowtherhomes.com) or email [letting@lowtherhomes.com](mailto:letting@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.

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### 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.

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#### 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](http://www.lowtherhomes.com)

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### 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.

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#### 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.

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#### 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.

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### 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**

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#### 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

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (if other, please specify)
Full name	
Other names you've been know by	
Current address	
How long at property	
Date of birth (dd/mm/yy)	
National Insurance Number	
Nationality	
Telephone number	
Mobile number	
Email address	
How many people will live in the property?	Adults: ..... Children: .....
What is their relationship to you?	<input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> Family <input type="checkbox"/> Flatmate

Previous addresses			
Please list all addresses you have lived at for the last five years – we may carry out checks and ask for references.	Address 1		
	Date from (dd/mm/yy)	Date to	
Name and address of landlord, or note if owner/occupied and reasons for leaving			

# Part 2 Application form – Applicant 1

Previous addresses			
Please list all addresses you have lived at for the last five years – we may carry out checks and ask for references.	Address 2		
	Date from (dd/mm/yy)	Date to	
	Name and address of landlord, or note if owner/occupied and reasons for leaving		
Please list all addresses you have lived at for the last five years – we may carry out checks and ask for references.	Address 3		
	Date from (dd/mm/yy)	Date to	
	Name and address of landlord, or note if owner/occupied and reasons for leaving		

Affordability	
Employment Status	<input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Self employed
	<input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Retired
Annual income	

Do you receive any benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Income Support (How much £ p/m) _____	<input type="checkbox"/> Jobseekers allowance (How much £ p/m) _____
<input type="checkbox"/> Disability living allowance (How much £ p/m) _____	<input type="checkbox"/> Pension credit (How much £ p/m) _____
<input type="checkbox"/> Child benefit (How much £ p/m) _____	<input type="checkbox"/> Housing benefit or housing allowance (How much £ p/m) _____
<input type="checkbox"/> Child tax credit (How much £ p/m) _____	<input type="checkbox"/> Any other benefits (How much £ p/m) _____
<input type="checkbox"/> Incapacity benefit (How much £ p/m) _____	

# Part 2 Application form – Applicant 1

Employer details	
Company name	
Occupation	
Address	
Contact number	

To make sure you will be a suitable tenant, we will need to check references. This should be your current or previous landlord.

Referee's details	
Name	
Occupation	
Relationship	
Contact number	
Email	

## Part 2 Application form – Applicant 2

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms
Full name	
Other names you've been know by	
Current address	
How long at property	
Date of birth (dd/mm/yy)	
National Insurance Number	
Nationality	
Telephone number	
Mobile number	
Email address	
Relationship to applicant	<input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> Flatmate
Employment Status	<input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Self employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Retired
Annual income	

Previous addresses	
Please list all addresses you have lived at for the last five years – we may carry out checks and ask for references.	<b>Address 1</b>
Date from (dd/mm/yy)	Date to
Name and address of landlord, or note if owner/occupied and reasons for leaving	

## Part 2 Application form – Applicant 2

Previous addresses			
Please list all addresses you have lived at for the last five years – we may carry out checks and ask for references.		<b>Address 2</b>	
Date from (dd/mm/yy)		Date to	
Name and address of landlord, or note if owner/occupied and reasons for leaving			
Please list all addresses you have lived at for the last five years – we may carry out checks and ask for references.		<b>Address 3</b>	
Date from (dd/mm/yy)		Date to	
Name and address of landlord, or note if owner/occupied and reasons for leaving			

Do you receive any benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Income Support (How much £ p/m) _____	<input type="checkbox"/> Jobseekers allowance (How much £ p/m) _____
<input type="checkbox"/> Disability living allowance (How much £ p/m) _____	<input type="checkbox"/> Pension credit (How much £ p/m) _____
<input type="checkbox"/> Child benefit (How much £ p/m) _____	<input type="checkbox"/> Housing benefit or housing allowance
<input type="checkbox"/> Child tax credit (How much £ p/m) _____	(How much £ p/m) _____
<input type="checkbox"/> Incapacity benefit (How much £ p/m) _____	<input type="checkbox"/> Any other benefits (How much £ p/m) _____
<input type="checkbox"/> Universal Credit (How much £ p/m) _____	

## Part 2 Application form – Applicant 2

Employer details	
Company name	
Occupation	
Address	
Contact number	

To make sure you will be a suitable tenant, we will need to check references. This should be your current or previous landlord.

Referee's details	
Name	
Occupation	
Relationship	
Contact number	
Email	



## Part 2 Application form

Name everyone who is going to be living at the property				
Name	Relationship	Sex	Date of Birth (dd/mm/yy)	National Insurance No
Do you have any pets? If so tell us which type of pet and how many you have				
Tell us about your current property. Do you:		<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Live with family/friends <input type="checkbox"/> Already a Lowther customer <input type="checkbox"/> Previously been a Lowther customer		
If you are renting, are you in a Wheatley subsidiary property or renting with a private landlord?		<input type="checkbox"/> Wheatley Homes Glasgow <input type="checkbox"/> Wheatley Homes East <input type="checkbox"/> Wheatley Homes South <input type="checkbox"/> Loretto Housing <input type="checkbox"/> Private landlord details: _____		
Are you currently registered on a housing waiting list? If yes is it with:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Edindex / Common housing register <input type="checkbox"/> Local council <input type="checkbox"/> MyHousing <input type="checkbox"/> Housing Association <input type="checkbox"/> Not on waiting list		
If you don't currently rent with a Wheatley subsidiary, have you rented from one of our subsidiaries previously. If yes, please tick which landlord.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Wheatley Homes Glasgow <input type="checkbox"/> Wheatley Homes East <input type="checkbox"/> Wheatley Homes South <input type="checkbox"/> Loretto Housing		
Is anybody in your household on the Sex Offenders Register? This will not adversely affect how your application is assessed but will allow us to work with you and the Sex Offenders Liaison Officer.		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency contact details - Next of Kin:				

## Part 3 Authorisation for Credit and Personal Reference Checks

I apply for a Tenancy at	
For a period of	Number of months
The rental amount is (£)	£ Per calendar month payable in advance by Direct Debit
I will pay one month's rent in advance plus a security deposit of (£)	£
I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for all services to the 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.

Signature of Applicant 1		Date	dd / mm / yy
Print full name in block capitals			
Current address			
Phone no			
Postcode		Date of birth	dd / mm / yy

Signature of Applicant 2		Date	dd / mm / yy
Print full name in block capitals			
Current address			
Phone no			
Postcode		Date of birth	dd / mm / yy

# Part 4 Verification of Details and Identity

## How we use your personal information.

The information you supply on this form will be used to assess your eligibility for a tenancy and for completing your tenancy details with Lowther Homes.

By signing this form you confirm that you have permission to act on behalf of all other people listed in this form.

Tenant(s) name(s)	
Is the new tenancy to be a joint tenancy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current address	
Offer address	
Proof of identity verified (state type of proof)	
Proof of earnings verified (state type of proof)	
All previous addresses verified for each qualifying occupier in the previous five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any member of your household had an order for Recovery of possession granted against them for Anti Social Behaviour in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered YES, please provide the name and details of the landlord who obtained the order:	
Name	
Address	
Have you been convicted of any criminal offences within the last 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered YES, please provide details.	
Where did you see this property advertised?	

# Declaration

I have given is true. I understand that any false or misleading information, or the withholding of relevant information, may result in action to recover this tenancy.

Tenant 1			
Name		Date (dd/mm/yy)	
Signature			

Tenant 2			
Name		Date (dd/mm/yy)	
Signature			

Witness 1			
Name		Date (dd/mm/yy)	
Witness address			

Witness 2			
Name		Date (dd/mm/yy)	
Witness address			

# Contact us

**Email us:** [info@lowtherhomes.com](mailto:info@lowtherhomes.com)

**Call us:** 0800 561 6666

**Write to us:**  
Lowther  
Wheatley House  
25 Cochrane Street  
Glasgow G1 1HL

Lowther Homes Limited is a company registered in Scotland under the Companies Acts (SC 402836) having its Registered office at Wheatley House, 25 Cochrane Street, Glasgow G1 1HL. Lowther Homes has been approved on the Scottish Letting Agent Register, registration number LARN1903007 and is a registered landlord with 12 local authorities. Full details on our website: [www.lowtherhomes.com/about-us/who-we-are/about-lowther](http://www.lowtherhomes.com/about-us/who-we-are/about-lowther) Lowther Homes is also a registered property factor under the Property Factors (Scotland) Act (PF000785). Lowther Homes Limited carries out property management services on behalf of other registered property factors: Wheatley Homes Glasgow number PF000287, Wheatley Homes East Limited number PF000378, Loretto Housing Association Limited number PF000402, and Wheatley Homes South Limited number PF000358. Please recycle responsibly.