

FACTOTUM POTENTIAL TENANT FORMS

In order for your application to be successful, each person 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. This means that they commit to paying the rent 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, we can accept proof of mortgage 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 Drivers License
3. Please also have a copy of your National Insurance Number

Once your let is secured, there will be a £75+VAT per-person admin fee, payable in advance with the deposit and first months rent.

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.

.....

Checklist:

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

Prospective Tenants Form

Property applied for:

Monthly rental:

Proposed start of tenancy

Proposed length of lease:

Your Full Name

Your Present Address

.....

Tel No: Mobile No

Email:

Your previous address
 last three year

.....

.....

Your Occupation: Date of birth.

Your Income N.I number.....

Your Parents' / Next of Kin
 Name

and Address

..... Tel No.

Previous landlord or Agent

Employer or other referees

.....

Any other relevant
 information

.....

Do you smoke? Are you intending to apply for Housing Benefit

Names and Contact
 details of co-tenants:

.....

I declare that the information provided is true to the best of 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 1988 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 months 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 rated 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

17/06/2009

Dear Sir / Madam

Tenancy at:

I hereby agree to your making charges to me as under noted in respect of assisting me to keep within the terms of the tenancy agreement I have signed.

I understand that persistent lateness of rent is grounds for the landlord to seek repossession of the subjects of the let under the terms of the Housing (Scotland) Act of 1988.

I wish to avoid such an eventuality and agree to the charges listed below.

Yours sincerely

Signature of
tenant

First Reminder that rent is overdue	Gratis
Second and subsequent reminders	£10.00 each
Cheque returned and represented	£12.00 each

Charges of 15% will be added to all bills and works carried out by Factotum that may be required to settle outstanding utility bills, make repairs, carry out cleaning etc.

To:

Factotum
63 Dublin Street
Edinburgh EH3 6NS

Dear Sir / Madam

Name of Applicant / Tenant

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:

Name of Bank

Account Name

Bank Account Number

Sort Code