

Orkney Islands Property Developments Ltd

4 Gunn's Close, Kirkwall, Orkney, KW15 1DU
Tel: 01856 876310 E-mail: enquiries@oipdl.co.uk
Letting Agent Registration No: 1805003

HOUSING APPLICATION FORM

OIPDL has the right not to accept an application. OIPDL follows an Equal Opportunities Policy when allocating tenancies. A copy of this policy can be requested

General Data Protection Regulation (GDPR) - How information about you will be used

OIPDL needs the information on this form to process your housing application. Under GDPR, the legal basis for us holding your personal data is "to perform a contract" (ie: process your application)

The information may be shared with those referees which you have named on the application form, for the purposes of gaining further information in connection with your application.

For further reference, copies of our Privacy Policy are available from our office, or on our website
www.oipdl.co.uk

Every adult who intends to occupy the property should complete a separate application form - Please complete in BLOCK CAPITALS

Personal details	
Name	
Date of birth	
Telephone (home)	
Telephone (work)	
Mobile	
Email	
Should I be successful in my application to rent the above accommodation I agree to the email address above being used as my preferred method of communication during the lease. I also agree to notify the agent of any changes to my email address during the application process and during the lease.	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a smoker?	
Yes / No	
Passport number	
National Insurance number	
Address history	
Current address	
Present Housing Status	Owner Occupier / Council rented/ Housing Association rented/ Private Landlord rented/Living with relatives/other (_____)
If tenant, provide landlord name, address, phone number and email address	
Length of time at this address	
Previous address (if at current address less than 6 months)	
Status at previous address	Owner Occupier / Council rented/ Housing Association rented/ Private Landlord rented/Living with relatives/other (_____)

If tenant, provide landlord
name, address, phone
number and email address

Length of time at this address

Anti Social Behaviour

Have you been evicted for anti-social behaviour or have been served with an anti-social
behaviour order (ASBO)? Yes / No

If yes, please give details, including the name and address of your landlord at the time which
the order was served:-

Rent Arrears

Have you been in rent arrears within the past 2 years or do you have any current rent arrears
with OIC, OHAL or any other landlord? Yes / No

If yes, please provide details:-

Property application details

Address of property applied for

Monthly rent

Proposed entry date

Number of adults to occupy property

Who is to be named as lead tenant
for the deposit scheme?

Names and ages of any children
to occupy property

Any pets or assistance animals to
occupy property? Yes / No

If yes, state type & age of pet or
assistance animal

Employment details

Job title

Company name
Company address
Name of referee
Telephone number
Email
Position held
Annual income
Length of service
Contract type Full time / part time / contract (contract length _____)
Non employment income
Give details of any other income e.g. state benefits: -
References Please provide 2 references – one should be your current or most recent landlord. (Family members are not allowed to provide references). Name, Address & Contact Details:- Name, Address & Contact Details:-
Next of kin/emergency contact
Name
Relationship
Address

Telephone number	
Email	
Please give any further information which you feel is relevant:-	
<p>I confirm that the information provided above is true and accurate and I authorise the landlord to share the information with other agencies, organisations and individuals for the purpose of carrying out credit and reference checks and seeking additional information. I consent to the reference check procedure (outlined overleaf) being carried out and I will provide the paperwork required in the procedure within 5 days. The agent will handle all information provided sensitively and in accordance with data protection legislation. The agent will inform the applicant as soon as possible about the outcome of the application. The agent must adhere to the Letting Agent Code of Practice (Scotland) Regulations 2016, a copy of which is available on request. I understand that completing this application form does not commit the landlord or applicant to a tenancy.</p>	
Signature	Date
Print name	

Reference Guide:-

All adults who intend to occupy the property are required to complete an application form and provide referencing paperwork. Referencing paperwork must be supplied within 5 days of the application form being completed.

Applicants are required to provide: -

- photographic ID (passport or driving licence)
- proof of their current address (utility bill, bank statement or driving licence)

Applicants are also required to provide all of the following that are appropriate to their circumstances:

- recent landlord/letting agent reference stating tenancy dates, monthly rent due, details of any arrears, a statement on the condition of the property during or at the end of the tenancy and a statement on whether there were any breaches of the tenancy agreement;
- employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income;
- evidence of any state benefit entitlement;
- last 3 months of current account bank statements;
- letter from university confirming student status;
- for students funded/paid by an organisation or government, evidence of paid income or funding for living expenses;
- their UK visa (for applicants from outside the EU).

We require applicants to have an income of 2.5 times the annual rent. If an applicant does not meet the income criteria we will require them to provide a UK based guarantor or pay six months' rent upfront.

Guarantors are required to earn 3 times the annual rent. Guarantors are required to provide:

- photographic ID (passport or driving licence);
- proof of their current address (utility bill, bank statement or driving licence);
- employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income;
- evidence of any state benefit entitlement.

Guarantors will also be required to sign a contract in which they commit to cover any outstanding amounts due from the tenant under the terms of the tenancy agreement.

We will take all reasonable steps to confirm the identity of applicants and guarantors and to verify references. We will provide the landlord with a copy of all application and referencing paperwork and seek their approval to proceed with the tenancy.

LANDLORD REFERENCE CHECK FORM

Landlord Reference for (print name)

Regarding (property address)

I authorise the release of information as requested: (signed)

Dates of residency: From To

Monthly Rent amount £.....

Did the applicant pay their rent on time?

☐ Always on time ☐ Sometimes late ☐ Always late

Was proper notice given upon vacating? ☐ Yes ☐ No. Reason for leaving

Did the applicant permit persons other than those listed on the tenancy to live in the property on a regular basis? ☐ Yes ☐ No

Did the applicant maintain desirable living conditions such as cleanliness?

☐ Yes ☐ No, Please explain

Did the applicant or their guests engage in any criminal activity, including drug related activity, during their stay in the property?

☐ Yes ☐ No, Please explain

Was the property in a desirable state of repair and cleanliness during last inspection/when the applicant vacated? Was there any damage to the property?

☐ Yes ☐ No, Please explain

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Did you have to serve any Notices on the applicant? ☐ Yes ☐ No

Were there any issues with noise or any other violations?

☐ Yes ☐ No, Please explain

Were there any problems with or complaints from neighbours?

☐ Yes ☐ No, Please explain

Would you rent your property to the applicant again?

☐ Yes ☐ No, Please explain

Is there any other information that you feel is relevant to their application

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Reference given by (print name)

..... (signed) (dated)

EMPLOYERS / PERSONAL REFERENCE CHECK FORM

Reference for (print name)

I authorise the release of information as requested: (signed)

Relationship to applicant

Period of relationship: From To

Period of employment at your company: From To

In your own words, please describe the applicant with a view to their suitability to becoming a tenant in our rented properties

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.....

In your opinion, would the applicant be a suitable tenant?

☐ Yes ☐ No, Please explain

As far as you are aware, has the applicant ever engaged in any criminal activity, including drug related activity?

☐ Yes ☐ No, Please explain

Is there any other information that you feel is relevant to their application

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.....
.....

Reference given by (print name)

..... (signed)

..... (dated)