



# Tenant Application Information



Address of Property you would like to rent:	
Monthly Rent:	
Proposed Tenancy Start Date:	

## Tenant Application Details

Title:	
Forename(s):	
Surname:	
Marital Status:	
Current Occupancy Status:	Owner / Living with Parents or Friends / Private Tenant
Current Home Address:	
Contact Telephone Number:	
Email Address:	
Date of Birth:	

## If you are currently renting as a Private Tenant

Current Landlord/Agent Name:	
Telephone Number:	
Length of Time at Address:	

## Employment Details

Employment status:	Permanent / Contract / Self Employed / Student / Independant Means / Retired
Company Name:	
Position Held:	
Are you Full or Part Time:	
Start Date:	
Annual Income:	

Are you currently a Landlord:	Yes / No		
Do you have any Children:	Yes / No	If Yes - ages of children	
Are you a Smoker:	Yes / No		
Do you have any Pets:	Yes / No		
If 'Yes', what type of pets:			
Have you ever had a CCJ (satisfied or not) or any adverse credit history:	Yes / No	If Yes please give details below:	
Have you ever had a legal dispute with any landlord in the past:	Yes / No	If Yes please give details below:	

Are you a UK or EU citizen?:	Yes / No
If you are not a UK / EU citizen, do you have appropriate immigration status to reside in the UK?	Yes / No
<b>Please note a copy of your current valid Passport &amp; Visa will be required to confirm you have the right to reside in the UK.</b>	

Any further information that may be relevant to your application:	
---	--

APPLICANT SIGNATURE:		DATE:	
----------------------	--	-------	--



## Tenant reference information

In order to proceed with a tenancy through Clyde Property, you are required to provide an acceptable tenant reference to the satisfaction of the Landlord.

A satisfactory tenant reference is one completed by a specialist third party tenant referencing provider. Let Alliance are a specialist tenant referencing company who provide such services.

Clyde will undertake the reference on your behalf with Let Alliance. You will not be charged for this.

The granting of a tenancy through Clyde Property is dependent on an applicant being able to provide the following;

- An acceptable reference to the satisfaction of the Landlord
- Photographic ID (Valid Passport & Driving Licence)
- Proof of Address (Council Tax/Utility Bill or Bank Statement dated within the last 3 months)

**Important Information for applicants:** Any decision to proceed with a tenancy or not remains the final decision of the Landlord at all times. Clyde Property will inform the Landlord of an applicant's referencing outcome and the Landlord will make their decision accordingly.

By signing the below you understand that Clyde Property will comply with the relevant Data Protection legislation and shall process or arrange for the processing of your Personal Data in accordance with the details set out in the Privacy Notice available on the Clyde Property website.

Failure to disclosure accurate information or any misrepresentation of your circumstances to obtain a tenancy will be treated as a fraudulent misrepresentation and handled accordingly.

Tenant Applicant Name: .....

Tenant Applicant Signature: .....

Date: .....

# Frequently asked questions about renting through Clyde Property

## I like the property, how do I proceed now?

As you may know, rental properties can attract interest from multiple tenant applicants all keen to secure the property for tenancy. Should you wish to proceed with a property, in the interests of fairness to all parties you will be asked to complete a Pre-Tenancy Application Form and give this to the Letting Negotiator responsible for the property. For your convenience, a copy of this form can be found on the back pages of this handout.

This enables us to take relevant information about your application to the Landlord so they can make an informed decision when selecting a Tenant to proceed with.

## What referencing do you carry out?

The next step is tenant referencing. We require an acceptable tenant reference completed by third party tenant referencing specialist. You do not have to pay for this service and will only be referenced once the Landlord has agreed to proceed with your application. A tenant reference typically seeks to confirm your identity and includes a credit check, a previous landlord or mortgage check and employment verification.

If the outcome of your tenant reference recommends a Guarantor, you would require a Guarantor in order to proceed with a tenancy. Your Guarantor would also be required to undergo the tenant reference process.

## What ID do you need to see?

Photographic ID, you must be able to provide a copy of a valid passport. If you do not have a passport please speak to the Letting Negotiator responsible for the property. You will also be asked for proof of your current address, this must be a utility bill or bank statement from your current address dated within the last 3 months.

## What type of tenancy will I have?

If you are renting as a private individual you will have a Private Residential Tenancy Agreement - for more information please see the Scottish Government website.

If you are renting as a corporate body you will have a Corporate Tenancy Agreement.

## When can I move in?

We will always try our very best to meet your requested date of entry however this date is approximate and may be subject to change.

## When can I sign the tenancy agreement?

It is important to note that you do not have a valid Tenancy Agreement for the property until the Tenancy Agreement has been signed by all relevant parties, including all Tenants, Clyde Property on behalf of the Landlord and the Guarantor (if applicable).

Once the referencing process is complete we will then confirm a date of entry and tenancy start date. You will be required to pay one month's rent in advance and two months' rent as a security deposit. We cannot start the tenancy signing process until these funds have been paid in full and we have received cleared funds. Payments can be made by either bank transfer, personal cheque or debit/credit card.

For all Private Residential Tenancy Agreements, our tenancy agreement signing process is now digital and will be completed online, unless you specifically request to sign a hardcopy paper version. Future notices will also be sent electronically unless you request otherwise.

## When do I collect my keys?

Your Letting Negotiator will arrange a time for you to attend the office to collect your keys on your tenancy start date.

When you collect your keys, you will also be given a Move-In Pack. This will include; an Inventory, a Tenant Information Guide and various property Compliance Certificates. It is really important that you go through the documents you are provided with, so please keep this folder safe and to hand!

## Do you carry out inspections?

Yes, we do. Clyde Property has a contractual agreement with every landlord to carry out mid tenancy property inspections. This is to ensure that the property meets the required rental standards and that it is being cared for by tenants in a responsible and tenant like manner.

Details of your inspection dates will be given to you in due course by the Letting Negotiator and will be contained within your tenancy agreement. We schedule to attend every property, every 2 months for a quick inspection. You are of course welcome to be present during the inspection.

**Please note we take photographs of the property during these inspections.**

# After you have moved in to your new home....

## Who is responsible for the utility bills and council tax during my tenancy?

You are. We will take a note of the meter readings at the property and also photograph the meters at the time of the Inventory. The meter readings will be recorded in your Inventory. We will contact the utility suppliers and the relevant Council Tax office to inform them of your new tenancy and supply meter readings at this time.

You, as the tenant, are responsible for the payment of all related utility and council tax charges for the duration of the tenancy. Following the completion of the tenancy, a Clyde Check Out Inspector will again note the meter readings and photograph the meters. These readings will be passed to the utility supplier and the relevant Council Tax office informed of your vacation.

## How do I pay rent?

Typically, most tenants pay their rent in advance on a monthly basis.

When you attend the office to collect your keys, the Letting Negotiator will provide you with a Standing Order form. As detailed in your Tenancy Agreement, we ask that you set up a monthly Standing Order with your bank two days prior to your rent due date, this is your responsibility.

Please note – a Standing Order is not a Direct Debit. If you are unsure of the difference please ask us.

You are also welcome to pay a maximum of 6 months' rent up front prior to the commencement of the tenancy. Payments can be made either by bank transfer, cheque, debit/credit card.

## When will the rent leave my account?

Generally rent paid by Standing Order and will leave your account 2 days prior to the rental due date in order to be clear into our Client Account on the rent due date (the due date is typically, although not always, the date on which you moved in).

## What happens if my rent is paid late?

We may contact you by text, email, phone and letter if we do not receive your rent on time.

If you have any problems paying your rent, that may result in late payment, please let us know so we can keep the Landlord updated. In our experience, positive and constructive dialogue is best for all parties so please let us know if you have any payment difficulties.

**Tel:** 0141 581 2612

**Email:** [letting.accounts@clydeproperty.co.uk](mailto:letting.accounts@clydeproperty.co.uk)







**PROPERTY**

[clydeproperty.co.uk](http://clydeproperty.co.uk)

#### Ayr

9 Beresford Terrace, Ayr KA7 2ER  
Tel: 01292 437400 Fax: 01292 267781  
E: [ayr@clydeproperty.co.uk](mailto:ayr@clydeproperty.co.uk)

#### Bearsden

68 Drymen Road, Bearsden, Glasgow G61 2RH  
Tel: 0141 570 1700 Fax: 0141 570 0123  
E: [bearsden@clydeproperty.co.uk](mailto:bearsden@clydeproperty.co.uk)

#### Bothwell

47 Main Street, Bothwell G71 8ER  
Tel: 01698 477111 Fax: 01698 477119  
E: [bothwell@clydeproperty.co.uk](mailto:bothwell@clydeproperty.co.uk)

#### Clarkston

8 Busby Road, Clarkston, Glasgow G76 7XL  
Tel: 0141 212 7033 Fax: 0141 638 7530  
E: [clarkston@clydeproperty.co.uk](mailto:clarkston@clydeproperty.co.uk)

#### Edinburgh

48-50 Morningside Road Edinburgh EH10 4BZ  
Tel: 0131 297 5990 Fax: 0131 447 7478  
E: [edinburgh@clydeproperty.co.uk](mailto:edinburgh@clydeproperty.co.uk)

#### Falkirk

24 Newmarket Street, Falkirk FK1 1JQ  
Tel: 01324 467300 Fax: 01324 898777  
E: [falkirk@clydeproperty.co.uk](mailto:falkirk@clydeproperty.co.uk)

#### Helensburgh

22 West Princes Street, Helensburgh G84 8TD  
Tel: 01436 670780 Fax: 01436 675548  
E: [helensburgh@clydeproperty.co.uk](mailto:helensburgh@clydeproperty.co.uk)

#### Perth

26 George Street, Perth, Perthshire, PH1 5JR  
Tel: 01738 507070 Fax: 01738 629439  
E: [perth@clydeproperty.co.uk](mailto:perth@clydeproperty.co.uk)

#### Shawlands

226 Kilmarnock Road, Shawlands G43 1TY  
Tel: 0141 571 0300 Fax: 0141 571 0071  
Email: [shawlands@clydeproperty.co.uk](mailto:shawlands@clydeproperty.co.uk)

#### Stirling

39 Allan Park, Stirling FK8 2LT  
Tel: 01786 477111 Fax: 01786 478022  
E: [stirling@clydeproperty.co.uk](mailto:stirling@clydeproperty.co.uk)

#### West End

145 Byres Road, Glasgow G12 8TT  
Tel: 0141 576 8500 Fax: 0141 576 0123  
E: [westend@clydeproperty.co.uk](mailto:westend@clydeproperty.co.uk)

#### Letting Management Centre

8 Busby Road, Clarkston, Glasgow G76 7XL  
Tel: 0141 570 0111 Fax: 0141 638 7530  
E: [letting@clydeproperty.co.uk](mailto:letting@clydeproperty.co.uk)

#### Accounts Department

8 Busby Road, Clarkston, Glasgow G76 7XL Tel: 0141 581 2612 Fax: 0141 638 7530  
E: [letting.accounts@clydeproperty.co.uk](mailto:letting.accounts@clydeproperty.co.uk)



---

We are open 7 days a week and available until 8pm every day

---

