



HOW TO APPLY

Once you have viewed the property, we require each applicant to complete our application form. The landlord will be provided with all applications made on the property along with all the relevant information about the applicant.

We will inform you as soon as possible about the outcome of your application.

If successful you will then follow the steps outlined below.

APPLICATION PROCESS

Once your application is approved, we will request refundable 50% of the rent as a deposit to secure the property.

Subsequent references, credit and ID-checks are taken care of online through our third-party referencing company Vouch.

Vouch will email an online form to you to complete, allowing you to upload all the relevant reference documents to Vouch dashboard.

REFERENCING REQUIREMENTS:

All tenants (and Guarantors) are required to provide the following references:

- Credit report authorisation
- Photographic ID (passport or driving licence)
- Proof of Address (utility bill, bank statement)

Depending on your circumstances, further references are required as stated below:

If the tenant is working/retired and currently renting

- Landlord/letting agent reference
- Employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income

If the tenant is working/retired and not renting

- Employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income

If the tenant is not working/retired and not a student i.e., unemployed or independent means

- Landlord/letting agent reference



- Evidence of independent means if applicable **OR** UK based guarantor must be provided (see below for guarantor requirements)

If a tenant is a student with a UK based guarantor

- Landlord/letting agent reference
- Letter from university confirming student status
- UK based guarantor must be provided (see below for guarantor requirements) **OR** evidence of funding for living expenses

If a tenant is a student with no UK based guarantor

- Landlord/letting agent reference
- Letter from university confirming student status
- 6 months rent must be paid upfront **OR** evidence of funding for living expenses if applicable

Guarantor requirements

- Employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income
- Sign lease agreement agreeing to the terms

Important Information to remember

- **All overseas tenants must provide a copy of their UK visa**
- **It is usually expected that tenants must earn 30 times the monthly rental income and guarantors must earn 36 times the monthly rental income in order to be able to afford the rent**

THE LETTING AGENT CODE OF CONDUCT

The Letting Agent code of Practice (the “Code”) sets out the standards expected of letting agents operating in Scotland in how they manage their business and provide their services. If you would like a copy of the code, please ask a member of the team who will provide a copy electronically or please follow the link below:

<https://www.gov.scot/publications/letting-agent-code-practice/documents/>