



## TENANTS INFORMATION SHEET AND APPLICATION

### About Us

*Established in 1976, Trinity Factors is a privately owned family business now in its third generation. We have grown steadily due to our professional management and excellent customer service. We are now generally regarded as being one of Scotland's leading firms of property managers.*

### **How to secure a rental property**

To reserve a rental property, we require 50% of the monthly rental as a holding deposit and a completed application form. The holding deposit will form part of the full deposit.

**Note:** If you decide not to proceed with the tenancy or if your references are unsatisfactory, the holding deposit will not be refunded.

### **Application process**

Step 1 - Complete and return our application form

Step 2 - If your application is successful, pay holding deposit

Step 3 - Reference checks

Step 4 - Payment of the first month's rent and the deposit (deposit is 1.5 times the monthly rent), funds must be cleared into our account before you can move into the property

### **Payment Options:**

1. Online at [www.trinityfactors.co.uk](http://www.trinityfactors.co.uk) using either debit or credit card
2. Bank transfer to our account:

Sort Code: 80-31-20

Account No: 00911749

IBAN NO: GB22BOFS80312000911749

SWIFT BIC: BOFSGB21141

Payment Ref: Use rental property address

Please contact a member of our Lettings Team if you have any queries.