

Drummond Miller (Edinburgh)

lettings@drummond-miller.co.uk

Scheme No. 1516128

Telephone 1312265151

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned. Once completed, you can enter this application online via connect.rentshielddirect.com for an instant acknowledgement.

1 PROPERTY TO LET [To be completed by the Letting Agent]

Property Address

Postcode

Total rent per calendar month

Property Let Type Let Only ☐ Managed ☐ Rent Collect ☐

No. of bedrooms

Property type Detached ☐ Semi detached ☐ Flat ☐ Terraced ☐ Bungalow ☐

When was the property built?
(e.g. 1984)

Tenancy term (months) Number of Tenants Tenancy start date / /

Is the tenant paying the full rent in advance? Yes ☐ No ☐

If yes, do you require Rentshield Direct to obtain financial references? Yes ☐ No ☐

Please complete Section 2

2 YOUR COMPANY DETAILS [To be completed by the Tenant]

Company name Trading name

Registration number Date of incorporation

Title: Mr ☐ Mrs ☐ Miss ☐ Other

Contact name Telephone

Registered address

Post code Period at this address months / years

Company trading address

Post code Period at this address months / years

Please tick here if you are submitting the latest profit and loss accounts with this application ☐

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3 ADDITIONAL INFORMATION [To be completed by the Tenant]

Name Position in the company

Who will pay the utility bills:

The occupier

☐

The company

☐

Marital status:

Single

☐

Married

☐

Divorced/Separated

☐

Other

☐

Are you a smoker?

YES

☐

NO

☐

Do you have any pets?

YES

☐

NO

☐

Names and ages of any children who will be occupying the property

National
Number
Insurance

Nationality

Passport
Number

Your next of kin (this should NOT be your spouse):

Name

Address

Postcode

Telephone

Relationship

Please complete section 4

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4 ABOUT YOUR REFERENCE [Must be signed by a Company Director or Company Secretary listed on Companies House]

This reference will be completed by Rentshield Direct on behalf of your letting agent. Rentshield Direct is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation ('GDPR').

In order to proceed with this application, you must have the authority to bind the company in your capacity to the company as either a company secretary or as a director.

To complete the referencing process, Rentshield Direct will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- Rentshield Direct may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, Rentshield Direct will share your company's information with them and the agency may record the results of this search. This search may show how the company conducts payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency Rentshield Direct use and you may also apply for a copy of the information they provided to Rentshield Direct.
- If the company defaults on your rental payments, Rentshield Direct may record this on a centrally held database of defaulting tenants and companies, and that such a default could affect any future application for tenancies, credit, and/or insurance.
- Rentshield Direct may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Rentshield Direct.
- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

YES ☐ I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which Rentshield Direct will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future. I also confirm that I have the authority to bind the company in my capacity as either a company secretary or as a director of the company; and the information I have given is to the best of my knowledge true and accurate.

YES ☐ I'm happy for Rentshield Direct to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

Signed

Position

Print name
in full

Date

(This must be a Director / Company Secretary)