

ARONA MANAGEMENT LTD
IMPORTANT INFORMATION FOR NEW TENANTS

APPLICATION FORM AND HOLDING DEPOSIT:

Tenants who would like to rent a property through Arona Management Ltd are asked to complete an application form in the first instance. Tenants are asked to reserve the property until the entry date by means of a holding deposit. The holding deposit of **£150.00 per applicant** is deducted from the full deposit due at the date of entry. (see below)

REFERENCES:

Tenants are asked to provide **either** of two references. **References must be provided prior to occupation.**

Reference 1: Parental Guarantee / Professional / Financial Reference. (this reference should give an indication of the Tenants financial standing and therefore their ability to pay the rent. Professional/Financial references would for example include a reference from your current employer, a reference from your bank, or in the case of students, a reference/guarantee from your parents – Parental Guarantee attached)

Reference 2: Personal Reference. (this reference should be a character reference and should indicate the Tenants ability to act responsibly and keep the rental property in good order. Personal references should not be from a member of your family, and would for example include a previous landlord, a friend with professional standing or in the case of students an academic supervisor)

DEPOSIT:

Tenants are asked to provide an additional sum of money (normally equivalent to one month's rent + £100.00 per tenant) as a deposit against damage, breakages or failure to clean and return the property in like condition at the end of the lease. Tenants will receive a receipt for all money deposited with Arona Properties Ltd. If the Tenant decides to withdraw their application to rent the property, the reservation deposit will not be refunded. All our deposit monies will be held with an independent scheme administrator approved by the Scottish Government. A provision which will give you complete peace of mind.

PAYMENT OF RENT:

The first month's rent **and** the deposit must be received by Arona Management Ltd on or prior to the date of entry and/or the keys for the property being released. Thereafter, the rent should be paid by monthly standing order which Tenants are required to arrange with their own bank. In order that individual payments can be identified correctly, Arona Properties Ltd normally provides Tenants with a standing order form which includes a specific property reference.

INVENTORY/SCHEDULE OF CONDITION:

At the commencement of the lease, we will take a video and photographic inventory of the property. Copies of these will be forwarded to the Tenants.

LEASE:

Tenants are strongly advised (in advance of the date of entry) to read through the Tenant Notes and the Lease they will be asked to sign, as this details the responsibilities of both the Tenant and the Landlord. A copy of our standard lease is therefore available to Tenants at any time by post or e-mail.. (Tenants will be given a copy of their lease after they have been signed which should be retained by them during the period of their tenancy.

SIGNING THE LEASE:

All Tenants named in the lease are required to sign the lease prior to occupation. If this is not possible please advise us ASAP such that alternative arrangements can be made.

PERSONAL IDENTIFICATION:

Tenants are required to provide photocopies of at least **two** different forms of personal identification (I.D.) prior to occupation. (see application form)

**NOTE: IF YOU REQUIRE ANY FURTHER INFORMATION PLEASE TELEPHONE
07711 341 190 OR SEND AN E-MAIL TO: aronaproperties@gmail.com**

THANK YOU

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ARONA MANAGEMENT LTD
TENANT APPLICATION FORM

PLEASE FILL OUT CLEARLY IN BLOCK CAPITALS

YOUR DETAILS:

Title: _____ Full Name: (including middle names) _____

Permanent Address: _____

Postcode: _____ Tel: _____ Years at this address: _____

Date of Birth: _____ E-mail Address: _____

Mobile No: _____ N.I Number: _____

Regarding your permanent address, are you:-

The Owner <input type="checkbox"/>	A Council Tenant <input type="checkbox"/>	A Private Tenant <input type="checkbox"/>	Living with parents <input type="checkbox"/>
Other: (please specify) _____			

TERM TIME ADDRESS:

Current Address: _____

Postcode: _____ Dates you lived at this address: _____

LANDLORD/AGENT FOR THE PROPERTY:

Where applicable, please provide details of the landlord or managing agent of the property you occupied.

Landlord/Agents Name: _____

Landlord/Agents Address: _____

Postcode: _____

Tel: _____ Fax: _____ e-mail: _____

Please provide details of any other addresses which you have had during the last three years. (Attach a separate sheet of paper if necessary)

Previous Address: _____

Postcode: _____ Dates you lived at this address: _____

LANDLORD/AGENT FOR THE PROPERTY:

Where applicable, please provide details of the landlord or managing agent of the property you occupied.

Landlord/Agents Name: _____

Landlord/Agents Address: _____

Postcode: _____

Tel: _____ Fax: _____ e-mail: _____

CURRENT FINANCIAL STATUS:

Please tick all boxes that describe your current financial situation:-

Employed Full-Time <input type="checkbox"/>	Employed Part-Time <input type="checkbox"/>	Self Employed <input type="checkbox"/>	Student <input type="checkbox"/>
On Contract <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Retired <input type="checkbox"/>	Independent Means <input type="checkbox"/>

EMPLOYMENT DETAILS:

Please provide your full current employment details where applicable.

Name of Current Employer: _____

Address of Current Employer: _____

Postcode: _____ Tel: _____ Fax: _____ e-mail: _____

Position: _____ Gross Salary: _____

Start Date: _____ Employment contract end date: (if applicable) _____

DETAILS FOR STUDENTS:

Please complete where applicable.

Name of College/University: _____

Department: _____

Present Course: _____ Start Date: _____ Year: _____

PERSONAL IDENTIFICATION: (ID)

Please state what forms of personal identification are you able to provide prior to occupation. One piece photo ID (i.e. passport, driving licence, NI No, ID Card No). **Please include photocopies of your identification.**
(DO NOT SEND ORIGINALS)

NEXT OF KIN: (excluding spouse)

Name: _____

Address: _____

_____ Postcode: _____

Tel: _____ Relationship to you: _____

REFERENCES:

Personal Reference:

Please provide the name and address of a personal referee who is able to confirm your ability to act responsibly and look after the rental property. (**not** be a member of your family, additional tenant of the same property, or anyone else named on this application form)

Name: _____

Address: _____

Postcode: _____ Tel: _____ e-mail: _____

Capacity in which they know you: _____

Financial Reference:

Please advise which one of the following you are able to provide in order to confirm that you have sufficient income to maintain rental payments and other costs:

- 1. A parental guarantee.
- 2. A reference from your bank.
- 3. Proof of savings/independent means.
- 4. An employer's reference

ADDITIONAL DETAILS:

Have you any County Court Judgements, or Court Decree, Bankruptcy, or Administration Orders:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
(if yes, please provide details on a separate sheet of paper)	
Do you smoke:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any pets:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been evicted from or asked to leave a property you were renting for any reason?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

APPLICANT AUTHORISATION

The Applicant declares that all the above statements are true and correct and hereby authorises the landlord / agent to verify the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request.

The undersigned makes application to rent housing accommodations designated as:

Address of:

The rental for which is £.....Per Month Week Other.....and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required deposits, before occupancy.

Signature: _____ Date: _____

THIS INFORMATION IS TOTALLY CONFIDENTIAL, FOR LANDLORD'S USE ONLY AND WILL NOT BE DISCLOSED TO THIRD PARTIES

Completed forms can be scanned and emailed to us at: aronaproperties@gmail.com

Alternatively, completed forms can be posted to:

**Arona Management Ltd
17 Marine Crescent
Glasgow. G51 1HD**

Web: www.aronaproperties.com E-mail: aronaproperties@gmail.com Tel: 07711 341 190

Arona Management Ltd

Parental Guarantee For Rent and/or Damage

I the undersigned, do hereby guarantee to Arona Management Ltd, for the below identified property, the performance of the terms of the lease by the resident, and full and timely payment of the monthly rent in the amount specified as rent, and for the loss, breakage or damage to the property's furnishings, fixtures, walls, ceilings, floor coverings and appliances, other than that caused by normal wear and tear, and for any cleaning required at the end of tenancy of the identified property, which cost has not been paid through the use of the Security Deposit or by the tenant(s). I further agree to pay any sums required within ten (10) days of receipt of the invoice(s), as well as reasonable legal fees and court costs required in the collection of any such sums.

This GUARANTEE and its acceptance by Arona Management Ltd in no way changes or modifies any of the terms and conditions of the TENANCY AGREEMENT entered into for the below identified property.

(Please complete in Block Capitals)

Property Address: _____

Share of Monthly Rental (£): _____

Tenant Name: _____

Guarantor: _____

Address: _____

Phone Number: (Home) _____ (Mobile) _____

Email: _____

Relation to Tenant: _____

Signed: (Parent/Guarantor)

Date:

Please return signed and completed form to:

Arona Management Ltd
17 Marine Crescent
Glasgow G451 1HD

Alternatively completed form can be scanned and emailed to us at: aronaproperties@gmail.com

DOCUMENT CHECKLIST

Below is a checklist for the documents and information we require prior to occupation of the property.

D Completed Application Form

D 2 Photocopies of ID (One Photo ID)
(PLEASE DO NOT INCLUDE ORIGINALS)

D Signed & Dated Parental Guarantee

D References

(1 Personal Reference or Parental Guarantee if Student)

D Payment of Reservation Deposit (if not already paid)
(Cheques made payable to "Arona Management Ltd")
(Payments can also be made through our website
www.aronaproperties.com)

We will accept scanned and emailed copies of the documentation. Completed forms etc can be emailed to:
aronaproperties@gmail.com

**IF POSTING THE COMPLETED APPLICATION FORMS, PLEASE
ENSURE YOU USE THE CORRECT POSTAGE TO AVOID ANY
DELAY IN SUBMITTING YOUR APPLICATION**

Completed forms can also be posted to:

Arona Management Ltd
17 Marine Crescent
Glasgow
G51 1HD