

**ARONA PROPERTIES LTD**  
**IMPORTANT INFORMATION FOR NEW TENANTS**

**APPLICATION FORM AND HOLDING DEPOSIT:**

Tenants who would like to rent a property through Arona Properties 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 (amount subject to individual agreement) is deducted from the full deposit due at the date of entry. (see below)

**REFERENCES:**

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

Reference 1: 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 + £300.00) 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 Properties 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 photographic inventory of the property. Copies of these photographs will be emailed to the Tenants.

**LEASE:**

Tenants are strongly advised (ideally in advance of the date of entry) to read through the AT5 form 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, e-mail or Fax. (Tenants will be given a copy of their AT5 form and 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 suitable 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: [info@aronaproperties.com](mailto:info@aronaproperties.com)**

**THANK YOU**

**ARONA PROPERTIES LTD**  
**STUDENT 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: \_\_\_\_\_

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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"/>	

Date you require entry to the property: \_\_\_\_\_ Date you plan to vacate property: \_\_\_\_\_

**N.B. The tenancy offered will be a Short Assured Tenancy under Section 32 of the Housing (Scotland) Act 1988. You will therefore be required to sign and appropriate lease protecting both Landlord and Tenant.**

**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

Please return the completed form to:

**Arona Properties Ltd  
10 Melfort Avenue  
Glasgow. G41 5LQ**

**Web: [www.aronaproperties.com](http://www.aronaproperties.com) E-mail: [info@aronaproperties.com](mailto:info@aronaproperties.com) Tel: 07711 341 190**

# Arona Properties Ltd

## Parental Guarantee For Rent and/or Damage

I the undersigned, do hereby guarantee to Arona Properties 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 Properties 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: \_\_\_\_\_

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 Properties Ltd  
10 Melfort Avenue  
Glasgow G41 5LQ

# DOCUMENT CHECKLIST

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

- Completed Application Form
- 2 Photocopies of ID (One Photo ID)  
(PLEASE DO NOT INCLUDE ORIGINALS)
- Signed & Dated Parental Guarantee
- 2 References – 1 Personal, 1 Financial  
(1 Personal Reference & Parental Guarantee if Student)
- Payment of Reservation Deposit  
(Cheques made payable to "Arona Properties Ltd")

**PLEASE ENSURE YOU USE THE CORRECT POSTAGE TO AVOID  
ANY DELAY IN SUBMITTING YOUR APPLICATION**

Please check that you have completed all the above and send them to:

Arona Properties Ltd  
10 Melfort Avenue  
Glasgow  
G41 5LQ