

THISTLE PROPERTY LETTING

PROCEDURE FOR TAKING A PROPERTY

1. Fill in the application form below and return it to us by email only. Please ensure all email addresses and telephone numbers are given. A new application form must be filled in by everyone who is taking a new tenancy and must contain all the tenants' details even if you are an existing tenant.
2. Once we have a property available, we will email you to arrange a viewing and all tenants must attend. If a tenant is not available, please contact to explain as we do not expect tenants who are on a placement abroad to attend.

We Will require the following: -

- A current landlord's reference.
 - personal/ character reference.
 - copy of matriculation card.
 - Rental guarantee
 - existing tenants just require a rental guarantee.
3. **Meeting 1**
All Tenants should attend the viewing.
 1. This is for us to explain what we expect from you as tenants, and how the tenancy will operate right up until the final inspection and the return of the deposit. At the same time, it is a good opportunity for you to raise any questions about the property and renting matters in general.
 2. We will discuss the PRT and rent of the property and ensure you are all aware of your responsibilities. This means that you are all jointly and severely responsible for rent and any charges. You also need to be aware that on signing the lease you are committed to the lease until all tenants agree on an end date.
 3. Please make sure before you arrange a viewing that you have checked the rent and the start date.

4. **Further information**

1. The deposit for each property is a **month's rent and should be paid to us on signing the lease/PRT Agreement**. An explanation for this and rent payment and bank details will be included with your lease documents. The deposit will be forwarded to the Safe Deposit Scotland within the legal time frames.
2. We will email you to set a date to see you into your new property at which time we will go through various things that you will need to know. **RENTS MUST BE PAID IN FULL BEFORE ENTRY IS ALLOWED INTO THE PROPERTY.**

PLEASE NOTE WE WILL ONLY SEE YOU INTO YOUR PROPERTY BETWEEN 9AM AND 4PM MONDAY TO FRIDAY.

IF YOU ARRIVE OUT WITH THESE TIMES YOU WILL BE REQUIRED TO MAKE ARRANGEMENTS FOR AN OVERNIGHT STAY – AS WE CANNOT ISSUE KEYS FOR ENTRY FROM OUR OFFICE.

THISTLE PROPERTY LETTING

STUDENT PROPERTY APPLICATION FORM FOR ACADEMIC YEAR 2021

Attention

By returning this application form you confirm that you have read and understood the above notes and terms & conditions, and the notes, terms & conditions will form part of the lease for any property you take with Thistles Property & letting, you are also happy for us to communicate with you by email with all documents (wherever it is legal for us to do so)

Your Requirements:

Please fill in the required fields-

Number of Tenants	
Number of Bedrooms	
Monthly rent (per Tenant)	£
Property location (St. Andrews town centre, St. Andrews, Guardbridge, other)-	
Other (Any other specific requirements please infill)	

Application 1

Title:	
Name:	
Male or Female:	
Email Address:	
Current living address:	
Home Number:	
Mobile Number:	
Student Matriculation Number:	
Home/ Parental Home Address:	
Guarantors Name: (& Address if different from above) Contact number & email address	
Current Landlords Name, Home Address & email:	
Subject of study and year you are going into	
Societies or clubs Associated with:	
Signature:	

Please return this form to info@thistlepropertyletting.co.uk

Application 2

Title:	
Name:	
Male or Female:	
Email Address:	
Current living address:	
Home Number:	
Mobile Number:	
Student Matriculation Number:	
Home/ Parental Home Address:	
Guarantors Name: (& Address if different from above)Contact number & email address	
Current Landlords Name, Home Address & email:	
Subject of study and year you are going into	
Societies or clubs Associated with:	
Signature:	

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Application 3

Title:	
Name:	
Male or Female:	
Email Address:	
Current living address:	
Home Number:	
Mobile Number:	
Student Matriculation Number:	
Home/ Parental Home Address:	
Guarantors Name: (& Address if different from above)Contact number & email address	
Current Landlords Name, Home Address & email:	
Subject of study and year you are going into	
Societies or clubs Associated with:	
Signature:	

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Application 4

Title:	
Name:	
Male or Female:	
Email Address:	
Current living address:	
Home Number:	
Mobile Number:	
Student Matriculation Number:	
Home/ Parental Home Address:	
Guarantors Name: (& Address if different from above)Contact number & email address	
Current Landlords Name, Home Address & email:	
Subject of study and year you are going into	
Societies or clubs Associated with:	
Signature:	

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Application 5

Title:	
Name:	
Male or Female:	
Email Address:	
Current living address:	
Home Number:	
Mobile Number:	
Student Matriculation Number:	
Home/ Parental Home Address:	
Guarantors Name: (& Address if different from above)Contact number & email address	
Current Landlords Name, Home Address & email:	
Subject of study and year you are going into	
Societies or clubs Associated with:	
Signature:	

Application 6

Title:	
Name:	
Male or Female:	
Email Address:	
Current living address:	
Home Number:	
Mobile Number:	
Student Matriculation Number:	
Home/ Parental Home Address:	
Guarantors Name: (& Address if different from above)Contact number & email address	
Current Landlords Name, Home Address & email:	
Subject of study and year you are going into	
Societies or clubs Associated with:	
Signature:	

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