



# Parkhead Lettings Company Ltd

Parkhead Lettings Company is a subsidiary of Parkhead Housing Association. Parkhead Housing Association, 40 Helenvale Street, Parkhead, Glasgow, G31 4TF; The Scottish Housing Regulator No: HCB 167. Charity Registered in Scotland No. SCO 30908; Property Factored Registration No: PF000252; Letting Agent Registration LARN1902041

## Mid-Market Rent Application Form

### For office use

|                     |  |                            |  |
|---------------------|--|----------------------------|--|
| Application Number: |  | Date Application Received: |  |
|---------------------|--|----------------------------|--|

You can also get this document in audio, braille, large print and other formats if you ask us.

If we contact or visit you, do we need an interpreter, lip speaker, British Sign Language Interpreter or someone to help with communication? Yes  No

### Overview

|   |  |            |            |
|---|--|------------|------------|
| Are you employed:   | Yes <input type="checkbox"/> No <input type="checkbox"/> |            |            |
| If yes is your employment: (please tick)                                      | Permanent:   | Contract:  | Temporary: |
| Occupation:   |  |            |            |
| Gross annual income before tax (total household income if joint application): | £  |            |            |
| Age of applicant(s) (Please specify both if joint application):               |  |            |            |
| Lead applicant name:  |  | DOB & Age: |            |
| Joint applicant name:   |  | DOB & Age: |            |

## 1. About you:

|   | Lead applicant | Joint applicant |
|---|----------------|-----------------|
| Title                                   |                |                 |
| First name(s)                           |                |                 |
| Last name                               |                |                 |
| Current Address<br>(including postcode) |                |                 |
| Date of Birth                           |                |                 |
| National Insurance Number               |                |                 |
| Daytime number                          |                |                 |
| Mobile number                           |                |                 |
| Email address                           |                |                 |
| Preferred contact method                |                |                 |
| How did you hear about MMR              |                |                 |
| Relationship to lead applicant          | Not applicable |                 |

**Please provide the names and details for anyone else who would be living in the property with you**

| First name(s) | Last name | Date of birth | Relationship to lead applicant |
|---------------|-----------|---------------|--------------------------------|
|               |           |               |                                |
|               |           |               |                                |
|               |           |               |                                |
|               |           |               |                                |
|               |           |               |                                |

**Evidence of personal details. Please provide:**

- Copy of photo identification, passport or driving licence for all applicants wishing to be on the tenancy agreement.
- Copy of all birth certificates of children under 16 years of age.

**Disabilities**

Do you consider anyone in your household to be disabled: Yes  No

**2. Employment and Financial Details:**

**Lead Applicant**

**Joint Applicant**

Are you currently in employment?

Yes  No

Full time  Part time

Are you currently in employment?

Yes  No

Full time  Part time

What is your job title?

What is your job title?

Start date of employment

Start date of employment

Gross Salary per Annum

Gross Salary per Annum

£

£

Pay Frequency

Pay Frequency

Weekly  Fortnightly  Monthly

Weekly  Fortnightly  Monthly

Current employer **name and address**

Current employer **name and address**

Postcode

Postcode

Tel, fax no and email address

Tel, fax no and email address

**Please provide employment evidence:**

**Current Employment**

A current employer reference may be required confirming employment and annual income plus three months consecutive payslips. This must be on company letterhead paper and signed.

**Not in Employment but have Offer of Employment**

Copy of offer letter from new employer which confirms gross starting salary and start date. This must be on company letterhead paper and signed.

**Please provide a P60 for the previous tax year plus:**

- If paid monthly; last 3 months payslips and three months bank account statement
- If paid fortnightly; last 6 payslips and three months bank account statement
- If paid weekly; last 13 weeks payslips and three months bank account statement

Payslips must show the applicant's name and address, employer's name, pay dates/pay period and gross pay/net pay.

Bank statements must show the applicant's name and address.

If you are unable to provide salary information we will accept evidence of employment with a copy of your contract or a letter from your employer confirming current employment and gross salary. This must be on company letterhead paper and signed.

**Additional Household Income (per annum)**

|                        |   |   |   |
|------------------------|---|---|---|
| Bonuses/Commission     | £ | Sickness Benefit                            | £ |
| Unemployment Benefit   | £ | Housing Benefit                             | £ |
| Shareholder's profits  | £ | Local Housing Allowance or Universal Credit | £ |
| Bank Interest          | £ | Child Maintenance payments                  | £ |
| Tax Credit             | £ | Child Benefit                               | £ |
| Child Tax Credit       | £ | Pensions                                    | £ |
| Self employed earnings | £ | Overtime/Shift Allowances                   | £ |
| Other (please specify) | £ |   |   |

If you do not have a regular income do you have access to capital funds?

Yes  No

You must provide evidence if you are in receipt of any additional household income as stated above:

**Tax Credit**

HMRC Tax Credit award letter or 3 current and consecutive bank statements showing payments made to applicant.

**Child Benefit**

If the applicant is unable to provide evidence of Child Benefit in payment we will assume payment relevant to the number of dependent children in the household.

**Child Tax Credit**

HMRC Tax Credit award letter or 3 current and consecutive bank statements showing payments made to applicant.

**Self Employed Earnings**

Applicants will be expected to provide audited accounts for the previous year or comprehensive accounts for year to date if the business has just recently started operating.

**Child Maintenance Payments**

3 current and consecutive bank statement identifying these payments.

**Bonuses/Commission**

One of the following must be provided:

- Monthly - last 3 months payslips and three months bank account statements
- Fortnightly - last 6 months and three months bank account statements
- Weekly - last 13 weeks payslips and three months bank account statements

Where amounts vary we will use the lowest value as primary income, not an average of the amounts for assessing affordability.

**Overtime/Shift Allowance**

One of the following must be provided:

- Monthly - last 3 months payslips and three months bank account statements
- Fortnightly - last 6 months and three months bank account statements
- Weekly - last 13 weeks payslips and three months bank account statements

Where amounts vary we will use the lowest value as primary income, not an average of the amounts for assessing affordability.

**Pensions**

One of the following must be provided:

- Monthly - last 3 months payslips and three months bank account statements
- Fortnightly - last 6 months and three months bank account statements
- Weekly - last 13 weeks payslips and three months bank account statements

**In addition**

- Annual award letter for the current year

if you are unable to provide pension statement information we can also accept evidence of the applicant's pension from a copy of the applicant's bank statement, along with a letter from the applicant's pension provider confirming gross pension income. This must be on company letterhead paper and signed. This is to ensure that all applicants are assessed on the same criteria.

**Shareholder Profits**

Dividend statement for the current financial year.

**Bank Interest**

Letter/bank statements showing applied interest for the current financial year.

**Other benefits**

Mid market rent is aimed at economically active households. Where somebody in a household applying is not working, exceptions can be made in appropriate circumstances for example where the household includes a person with a disability and where current housing costs are unaffordable (for instance in the private rented sector). In these cases non-working benefits will be taken into account in assessing eligibility. Applicants will therefore need to provide the following evidence if they are in receipt of:

**Sickness Benefit**

Letter of Award

**Unemployment Benefit**

Letter of Award

**Housing Benefit/Universal Credit**

Letter of Award

### 3. Tenancy Information – please give details of your current accommodation

| Are you currently (please tick)   | Lead Applicant | Joint Applicant |
|---|----------------|-----------------|
| A home owner  |                |                 |
| A registered social landlord (housing association/co-operative tenant/council landlord)   |                |                 |
| A private rented tenant   |                |                 |
| Sharing facilities with others who are not part of the current household (e.g. living with parents/relatives/friends, living with a former spouse/partner, following a relationship breakdown, living in hostel/bed and breakfast type accommodation lodging).  |                |                 |
| Living in non – secure accommodation: lacking security of tenure in current home/private tenant or a homeowner with a change in circumstances such as health or a relationship breakdown is forcing or requiring a move.  |                |                 |
| Other (please state)  |                |                 |
| <p>Are you saving to buy your first home?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Are you currently registered on a waiting list for a home with a Registered Social Landlord or Local Authority?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>If Yes, please state where you are registered:</p>  |                |                 |
| <p>If you are a member of a household and/or sub-letting then evidence of the applicant's residence must be provided. Acceptable evidence includes:</p> <p>Two of the following: utility bills, council tax statements, a letter from the applicant's GP or mobile phone bill which displays the applicant's full name and address. The bills and statements must be for a period of:</p> <ul style="list-style-type: none"> <li>• 3 monthly statements, or</li> <li>• 6 fortnightly statement, or</li> <li>• 13 weekly statements</li> </ul> |                |                 |

**Previous landlord details:**

**Please provide details for the previous 3 years. Continue on a separate sheet if necessary.**

| <b><u>Previous landlord/agent's name</u></b> |                       |                        |
|--|-----------------------|------------------------|
|  | <b>Lead applicant</b> | <b>Joint applicant</b> |
| Property address                             |                       |                        |
| Landlord's address                           |                       |                        |
| Postcode                                     |                       |                        |
| Landlord's contact telephone number          |                       |                        |
| Landlord's email                             |                       |                        |
| Tenancy start date (inc year)                |                       |                        |
| Tenant end date (inc year)                   |                       |                        |
| Reason for leaving                           |                       |                        |
|  |                       |                        |
| <b><u>Previous landlord/agent's name</u></b> |                       |                        |
|  | <b>Lead applicant</b> | <b>Joint applicant</b> |
| Property address                             |                       |                        |
| Landlord's address                           |                       |                        |
| Postcode                                     |                       |                        |
| Landlord's contact telephone number          |                       |                        |
| Landlord's email                             |                       |                        |
| Tenancy start date (inc year)                |                       |                        |
| Tenant end date (inc year)                   |                       |                        |
| Reason for leaving                           |                       |                        |

| <b>Previous landlord/agent's name</b>  |                           |                          |
|--|---------------------------|--------------------------|
|  | <b>Lead applicant</b>     | <b>Joint applicant</b>   |
| Property address   |                           |                          |
| Landlord's address   |                           |                          |
| Postcode   |                           |                          |
| Landlord's contact telephone number  |                           |                          |
| Landlord's email   |                           |                          |
| Tenancy start date (inc year)  |                           |                          |
| Tenant end date (inc year)   |                           |                          |
| Reason for leaving   |                           |                          |
| <b>4. General Information</b>  |                           |                          |
| Have you, or anyone you are applying with, ever had action taken against you due to antisocial or criminal behaviour or a breach of your current /previous tenancy conditions? (Including written warnings, court action, evictions and Anti-Social Behaviour Orders). | Yes <input type="radio"/> | No <input type="radio"/> |
| <b>If YES please give the full name of person(s) against whom action was taken:</b>  |                           |                          |
| Do you, or anyone you are applying with, have to register with the police under the Sex Offenders Act 1997 and/or the Sexual Offences Act 2003?  | Yes <input type="radio"/> | No <input type="radio"/> |
| <b>If YES please give the full name of person(s) who have to register:</b>   |                           |                          |
| Are you, or anyone you are applying with, related to anyone who is, or has been in the last 12 months, a member of Parkhead Lettings Company committees/forums or staff?   | Yes <input type="radio"/> | No <input type="radio"/> |
| <b>If YES please give details:</b>   |                           |                          |
| Do you, or anyone you are applying with, have any rent arrears or debts from a current or previous tenancy?  | Yes <input type="radio"/> | No <input type="radio"/> |
| <b>If YES please give details:</b>   |                           |                          |
| Are you, or anyone you are applying with, seeking asylum?  | Yes <input type="radio"/> | No <input type="radio"/> |
| <b>If YES please give details:</b>   |                           |                          |



**Declaration**

I/we declare that the information supplied by me/us in this application is correct.

I/we understand that supplying false or misleading information or deliberately withholding relevant information may result in the cancellation of my/our application.

Lead applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Joint applicant signature \_\_\_\_\_ Date \_\_\_\_\_