

Orkney Islands Property Developments Ltd

4 Gunn's Close, Kirkwall, Orkney, KW15 1DU
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Letting Agent Registration No: LARN1805003

STUDENT HOUSING APPLICATION FORM

Applicants must complete all sections of this form. Any uncompleted forms will be returned to the applicant. The housing application will not be valid unless all sections are completed.

FOR OFFICE USE ONLY

| | |
|-------------------|--|
| NAME: | |
| ADDRESS: | |
| POSTCODE: | |
| APPLICATION DATE: | |

1 APPLICANT'S DETAILS: (please complete in block letters)

| | | | |
|--|--|--------|--|
| Surname: | | Title: | |
| Forenames: | | | |
| Present Address: | | | |
| Telephone No: | | | |
| Mobile No: | | | |
| e-mail: | | | |
| Correspondence Address (if different) | | | |
| Date of Birth: | | | |
| National Insurance No: | | | |
| Student ID No: | | | |
| University/College and Course Details | | | |
| Is your course Full-time or Part-time? If Part-time, how many hours | | | |

2 ADDRESS INFORMATION:

Please provide your address details for the last 3 years:-

| | |
|------------|----------|
| Address: | |
| Date From: | Date To: |
| Address: | |
| Date From: | Date To: |

3(a) If in rented accommodation please provide details of landlord:-

Name, Address & Contact Details of Landlord:-

3(b) Anti-Social Behaviour

Have you been evicted for anti-social behavior or have been served with an anti-social behavior order (ASBO)?

If yes, please give details, including the name and address of your landlord at the time which the order was served:-

4 Have you been in rent arrears within the past 2 years or do you have any current rent arrears with OIC, OHAL or any other landlord?

If yes, please provide details:-

5 GUARANTOR:

For student accommodation, we require that you provide a Guarantor's name. The guarantor will guarantee to the landlord that the tenant will pay the rent and observe and abide by the terms of the Tenancy Agreement at all times. The Guarantor agrees to make good any loss, cost or expense due to the landlord through the tenant's breach of the aforementioned points.

Name, Address & Contact Details:-

6 COMMUNICATION

For the purposes of further communication regarding this application, please choose which method you would prefer:-

hard copy by personal delivery or recorded delivery; or

the email addresses set out above.

7 Please give any further information which you feel is relevant.

I certify that all information given is true and correct.

Signature Date.....

OIPDL has the right not to accept an application.

OIPDL follows an Equal Opportunities Policy when allocating tenancies.
A copy of this policy can be requested

General Data Protection Regulation (GDPR)
How information about you will be used

We need the information on this form to process your housing application. Under GDPR, the legal basis for us holding your personal data is “to perform a contract” (ie: process your application)

For further reference, copies of our Privacy Policy are available from our office, or on our website www.oipdl.co.uk