



Unit 5a, Liosban Business Park, Tuam Road, Galway

Tenant Application Form – PART 1

Telephone: 091-771898

E-mail: letting@winterspm.com

PSRA Licence No: 001876

Address of Property: _____

Number of Occupants: _____ Adults: _____ Children: _____

Pets: **Yes / No** If yes, please specify _____

Date you wish to move in: _____ Monthly Rent: _____ Security Deposit: _____

Length of Lease Requested? **12 Months:** _____ **Other:** _____

Name of Letting Agent who showed you this Property: _____

Date of Lease Signing (Official use): _____

During initial application, prospective Tenants should complete all sections of this **Part 1** form.

All applicants must include: **(A) Written Employer Reference, and (B) Previous Landlord Written Reference**

If your application is accepted by the Landlord, you will then be required to fill out a **Part 2 form – Acceptance Stage**, which will need to be completed prior to lease signing.

Additional details that will be required are; PPS numbers for all tenants to complete RTB registration, details for one bank account only – this will be used to set up the standing order for the monthly rent, Copy of Photo ID (Passport /Driving license) and Emergency Point of Contact details.

Please Note: All unsuccessful Tenant Application Forms will be destroyed.

1 (a) HEAD TENANT PERSONAL DETAILS

Mr/Mrs/Ms _____ First Name: _____ Last Name (s) _____

Current Permanent Address (6 months+)/Home Address:

Mobile Phone No: _____ Date of Birth (dd/mm/yy) _____

Email Address: _____

1 (b) HEAD TENANT EMPLOYMENT DETAILS

Job Title: _____ Employer Name: _____

Employer Address: _____ Tel No: _____

2 (a) SECOND TENANT PERSONAL DETAILS

Mr/Mrs/Ms _____ First Name: _____ Last Name (s) _____

Current Permanent Address (6 months+)/Home Address:

Mobile Phone No: _____ Date of Birth (dd/mm/yy) _____

Email Address: _____

2 (b) SECOND TENANT EMPLOYMENT DETAILS

Job Title: _____ Employer Name: _____

Employer Address: _____ Tel No: _____

3 (a) THIRD TENANT PERSONAL DETAILS

Mr/Mrs/Ms _____ First Name: _____ Last Name (s) _____

Current Permanent Address (6 months+)/Home Address:

Mobile Phone No: _____ Date of Birth (dd/mm/yy) _____

Email Address: _____

3 (b) THIRD TENANT EMPLOYMENT DETAILS

Job Title: _____ Employer Name: _____

Employer Address: _____ Tel No: _____

4 (a) FOURTH TENANT PERSONAL DETAILS

Mr/Mrs/Ms _____ First Name: _____ Last Name (s) _____

Current Permanent Address (6 months+)/Home Address:

Mobile Phone No: _____ Date of Birth (dd/mm/yy) _____

Email Address: _____

4 (b) FOURTH TENANT EMPLOYMENT DETAILS

Job Title: _____ Employer Name: _____

Employer Address: _____ Tel No: _____

WE WELCOME SOME FEEDBACK FROM YOU

Where did you hear about Winters Property Management DAC?

www.winterspm.com

Galway Advertiser

www.daft.ie

Word of Mouth

Facebook

Other Please specify _____

IMPORTANT NOTES:

This application is **not** a contract and is **not** a guarantee of acceptance. We cannot proceed with any application until all references have been received by our office & this form is fully complete.
If your application is successful and has been accepted by the Landlord, you will be required to complete Part 2 of the application and pay the agreed security deposit without delay.

A STANDING ORDER MUST BE SET UP TO PAY YOUR RENT ON A MONTHLY BASIS IN ADVANCE. IF RENTS ARE NOT PAID ON TIME, A LATE FEE OF €30 WILL BE INCURRED.

All references provided are subject to verification at any stage of this Application Process.

Recommendation:

It is recommended that tenants take out an insurance policy to cover their own contents & valuables.

I/we on behalf of all applicants wish to confirm that we consent to the data provided above being utilised by Winters Property Management DAC in connection to our application to rent this property. This consent is only required up to the commencement of a tenancy. Once a tenancy commences no consent is required due to lawfulness of processing.

I/we declare that all information in this application is true to the best of my knowledge and I understand all/any conditions set out in this application.

I/we consent for WPM DAC to use the details provided for Property Services marketing

Signature/s: _____ Date: _____



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REQUIREMENTS FOR TENANCY

1. Two forms of written reference are required for each person intending on moving in to the property. These should comprise of one written work reference & one written landlord reference per adult, should you be missing either of these references, it can be substituted by a character reference. *Verbal references are not accepted.*
2. The above must be forwarded to our offices by hand in to our office or by e-mail to letting@winterspm.com and please make sure to state the property address.
3. Your application is **not** a contract and is **not** a guarantee of acceptance. There is no guarantee on you reserving the property until such time as the Landlord has given approval. Once the Landlord has approved the proposed tenancy, you will then be contacted.
4. If your application is successful and has been accepted by the Landlord, you will be required to pay the agreed security deposit without delay. We will require PPS numbers for all tenants and one set of Bank details for payment of rent.
5. When the above has been carried out, we will then organise an appointment for the Lease Signing and issue of keys.
6. All tenants must attend the Lease Signing in the property. A Lease Signing takes approximately one hour.
7. The first months rent is payable at the Lease Signing by Bank Draft/Visa Debit or can be paid in advance. All future rents will then be paid by standing Order direct into our Client Account.

Should you have any queries do not hesitate to contact our Letting Office on 091-771898 for assistance.

GDPR Privacy Notice - Letting

Who are we ?

We are Winters Property Management DAC of Unit 5 A, Liosban Business Park, Tuam Rd, Galway.

What do we do ?

We have been appointed by the Landlord, to let / manage the property subject to a Tenancy Agreement.

What is our role under the General Data Protection Regulation (GDPR) ?

We consider ourselves to be the Data Processor and Data Controller acting on behalf of the Landlord who is also the Data Controller and a Data Subject. Both the Data Controller and the Data Processor are subject to the Office of the Data Protection Commissioner, the Supervisory Authority.



Canal House
Station Road
Portarlinton
Co. Laois
R32 AP23, Ireland.

LoCall 1890 25 22 31

email info@dataprotection.ie

www.dataprotection.ie

Where did we get your data ?

We received your data from you.

What is the purpose of processing your data ?

You are party to a Tenancy to which you the Data Subject are bound. We have been appointed by the Landlord to arrange the Tenancy and / or administer the covenants of the Tenancy.

What is the lawful basis for this processing ?

1. Processing is necessary for the performance of a contract to which the Data Subject is party [Article 6 GDPR (1)b].
2. Processing is necessary for compliance with a legal obligation to which the Data Controller is subject [Article 6 GDPR (1)c]. Namely :
 - The Residential Tenancies Acts 2004 to 2016
 - Criminal Justice (Money Laundering and Terrorist Financing) Act 2010
 - Property Services (Regulation) Act 2011 (Client Moneys) Regulations 2012
 - Property Services (Regulation) Act 2011

What type of data do we keep ?

Name, address, phone, email, bank details, PPS numbers, references, ID, other.

Where is this data stored ?

This data is stored in a database called Letman which is operated on Amazon Web Services located in Ireland. Data stored and transferred is encrypted. Access is only granted to administrators associated with our office.

Who is this data shared with ?

This data is shared only with similar Data Processors for the purpose described above. The categories of Data Processors are :

- Database Management Systems
- Maintenance Contractors
- Auditors
- Emergency Service providers
- Utility Providers

How long will the data be stored ?

Your data will be maintained by us for as long as the contract between the Data Controller and us (the Data Processor) exists or for as long as required by legislation.

What if your tenancy ends ?

There is still an obligation on the Data Controller to main adequate accounting records. See above.

What are your rights ?

- You have a right to be informed.
- You may request a copy of your data stored.
- You may request correction to any erroneous data.
- You may request deletion of data, if not in violation of statutory or contractual requirements.
- You may lodge a complaint to the controller or object to processing.
- You may lodge a complaint to the Supervisory Authority.
- You may withdraw consent if processing originally required consent.

What happens in the event of a Data Breach ?

In the case of a data breach, the Data Controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the Supervisory Authority and Data Subject, if the personal data breach is likely to result in a risk to the rights and freedoms of natural persons.

Where can you find more information ?

A copy of your data and this statement is available online at : Winters Property Management.myletman.ie

Further information is available here :

- **GDPR Act 2016 (pdf):** https://www.blockman.ie/downloads/gdpr_act_2016.pdf
- **GDPR Act Easy Read:** <https://gdpr-info.eu>
- **Official GDPR Website:** <https://www.eugdpr.org>