

For hassle free letting in Edinburgh, the Lothians and Fife just get in touch with ESPC Lettings.

Our application process follows five simple steps as detailed below. If you have any questions, contact a member of the lettings team on 0131 253 2847.

Step 1: Application for the property

Once you have viewed a property and would like to make an application you should contact our office to note your interest.

A member of the team will take your details, then refer to the landlord to confirm if they wish to move forward with your application.

If the landlord is happy to proceed with your application we will contact you and ask for payment of a holding deposit. The holding deposit payable is £100 per adult who will be living in the property. The holding deposit forms part of the full deposit for the property and is refundable if your application is not successful.

We require details for each tenant and guarantor (where applicable). Please note that all students must have a UK based guarantor, alternatively there is the option of paying six months' rent in advance.

We will not actively market the property once a holding deposit has been paid.

Applications are subject to satisfactory references and the payment of the holding deposit does not guarantee you the property.

Step 2: Application forms

You will receive an email from our referencing agency Homelet containing a link to their online application form, this should be completed within three days of the holding deposit paid. We will also require a copy of photographic ID and a copy of a proof of address for all applicants.

Step 3: References and lease documents

Once the application form has been completed credit and reference checks will be carried out by our referencing agency Homelet.

Once your referencing has been satisfactorily completed your tenancy documents will be prepared and you will be notified that your lease is ready to sign.

The lease will be signed at our office at 107 George Street, Edinburgh.

Your deposit should be paid by this time.

The property will be remarketed if the lease has not been signed within two weeks of you being notified that the lease is ready to sign.

Step 4: Rent

Rent is due in advance in all cases.

If your lease starts between the 1st and the 14th of the month you are required to pay for the period from the lease start date to the end of the first month.

If your lease starts between the 15th and the end of the month you will need to pay from your lease start date up to to the end of the month, plus the next month's rent in full.

Payment of rent is to be made by Direct Debit and will leave your bank account on the first working day of the month.

Step 5: Move In

All lease documentation must be signed and deposit and rental payments made prior to any keys being released for the property.

We will agree a time to meet you at the property on the date your lease commences.

You will be met by an ESPC Lettings representative who will go through the inventory and condition of the property, take meter readings and hand over the keys. At this time we will ask you to sign a declaration confirming these have been done. We will arrange for the transfer of the utilities and Council tax into the tenants' name.

Payments

Please note that for payment by Direct Debit card there will be a 1% fee, for Credit cards a 2.5% fee, there are no fee's applicable for bank transfers.

[Safe Deposits Scotland information for tenants](#)