

**TENANCY APPLICATION FORM**

**Every adult who intends to occupy the property should complete a separate application form**

**Please complete in BLOCK CAPITALS**

Personal details	
Title	
Full Name	
Date of birth	
Telephone (home)	
Telephone (work)	
Mobile	
Email	
<p>Should I be successful in my application to rent the above accommodation I agree to the email address above being used as my preferred method of communication during the lease. I also agree to notify the landlord of any changes to my email address during the application process and during the lease.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Are you a smoker?	Yes / no
Passport number	
National Insurance number	
Address history – 3 Years required. Complete on separate sheet of paper if need be.	
Current address	
Status at current address	Owner / tenant / other ( )
If tenant, provide landlord name, address, phone number and email address	
Length of time at this address	
Reason for Departure	
Previous address	
Status at previous address	Owner / tenant / other ( )
If tenant, provide landlord name, address, phone number and email address	
Length of time at this address	
Reason for Departure	

Property application details	
Address of property applied for	
Monthly rent	
Proposed entry date	
Number of adults to occupy property	
Who is to be named as lead tenant for the deposit scheme? Your deposit will be lodged with Safe Deposit Scotland	

Any pets or assistance animals to occupy property?	Yes / no
If yes, state type & age of pet or assistance animal	

Employment details (if self-employed give accountant details, if retired give pension administrator details, if a student give university/course details)	
Job title	
Company name	
Company address	
Name of referee and Position including email address	
Telephone number	
Email	
Position held	
Annual income	
Length of service	
Contract type	Full time / part time / contract (contract length _____)

Benefits – Please state amounts received and frequency	
Child Tax Credits	
Working Tax Credit	
JSA	
ESA	
PIP	
Child Benefit	
Other	
Other	

Next of kin/emergency contact – Cannot reside at same property	
Name	
Relationship	
Address	
Telephone number	
Email	

Details of Children	
Name	
Date Of Birth	
Name	
Date of Birth	
Name	
Date Of Birth	
Name	
Date of Birth	

Other: Please include any further details you wish to be considered when processing your application	

### Declaration

I confirm that the information provided above is true and accurate and I authorise the landlord to share the information with other agencies, organisations and individuals for the purpose of carrying out credit and or reference checks and seeking additional information. I consent to the reference check procedure being carried out and I will provide the paperwork required in the procedure within 3 days. The agent will inform the applicant as soon as possible about the outcome of the application. The agent must adhere to the Letting Agent Code of Practice (Scotland) Regulations 2016, a copy of which is available on request. I understand that completing this application form does not commit the landlord or applicant to a tenancy.

Signature

Date

Print Name

### Referencing Guide

All adults who intend to occupy the property are required to complete an application form and provide referencing paperwork. Referencing paperwork must be supplied within 3 days of the application form being completed.

You must be 18 years of age or older to apply for the rental property.

Applicants are required to provide:-

- Photographic ID (VALID passport or driving licence)
- Proof of current address dated within the last 4 months (utility bill, bank statement, or driving license)

Applicants are also required to provide all of the following that are appropriate to their circumstances:-

- Evidence of any state benefit entitlement
- Last 3 months current account bank statements
- Last 3 months payslips from current employer
- Letter from university confirming student status
- For students funded/paid by an organisation or government, evidence of paid income or funding for living expenses
- Their UK visa (for applicants from outside the EU)

We require applicants to have an income of 2.5 times the annual rent. If an applicant does not meet the income criteria we will require them to provide a UK based guarantor or pay 6 months rent upfront. Guarantors are required to earn 3 times the annual rent. Guarantors are also required to provide:-

- Photographic ID (VALID passport or driving licence)

- Proof of current address dated within the last 4 months (utility bill, bank statement, or driving license)
- Evidence of any state benefit entitlement
- Last 3 months current account bank statements
- Last 3 months payslips from current employer

Guarantors will also be required to sign a contract in which they commit to cover any outstanding amounts due from the tenant under the terms of the tenancy agreement.

We will take all reasonable steps to confirm the identity of applicants and guarantors and to verify references. We will provide the landlord with a copy of all application and referencing paperwork and seek their approval to proceed with any tenancy.