

Tenancy application form

**Every adult who intends to occupy the property should complete a separate application form
Please complete in BLOCK CAPITALS**

Personal details	
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 agent 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	
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	
Previous address (if at current address less than 6 months)	
Status at previous address	Owner / tenant / other (_____)
If tenant, provide landlord name, address, phone number and email address	
Length of time at this address	
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?	
Names and ages of any children to occupy property	

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	
Telephone number	
Email	
Position held	
Annual income	
Length of service	
Contract type	Full time / part time / contract (contract length _____)
Non employment income	
Give details of any other income e.g. state benefits: -	
Next of kin/emergency contact	
Name	
Relationship	
Address	
Telephone number	
Email	
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 reference checks and seeking additional information. The agent will handle all information provided sensitively and in accordance with legal requirements including the Data Protection Act 1998 and the General Data Protection Regulation (Regulation (EU) 2016/679). 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.

Applicants are required to provide: -

- photographic ID (passport or driving licence)
- proof of their current address (utility bill, bank statement or driving licence)

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