***Tenancy Application Form***

**Every adult (PERSON OVER 16 YEARS OF AGE) who intends to occupy the property should complete a separate application form and attach a passport sized photograph.**

**Please complete in BLOCK CAPITALS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal details** | | | | | | |
| Title (Mr/Miss/Ms) | | |  | | | |
| Name (include any middle names) | | |  | | | |
| Date of birth | | |  | | | |
| Telephone (home) | | |  | | | |
| Mobile | | |  | | | |
| Email | | |  | | | |
| 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, but I also agree to communication via text messaging, should the need arise during the lease.  Yes  No | | | | | | |
| Are you a smoker? | | | Yes / no | | | |
| Passport number | | |  | | | |
| National Insurance number | | |  | | | |
| Addresses | | | | | | |
| Home Address  (including post code) | | | |  | | |
| Status at home address | | | | Owner/tenant/living with parents/other | | |
| Is this your current address?  If not, please specify your current address  (including post code) | | | |  | | |
| Status at current address | | | | Owner / tenant / other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |
| Length of time at this address | | | |  | | |
| If tenant, provide landlord name, address, phone number and email address | | | |  | | |
|  | | | |  | | |
| Address prior to this (including post code) | | | |  | | |
| Status at previous address | | | | Owner / tenant / other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |
| Length of time at this address | | | |  | | |
| If tenant, provide landlord name, address, phone number and email address | | | |  | | |
| **Employment details if applicable**  **(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 | |  | | | | |
| Annual income | |  | | | | |
| Length of service | |  | | | | |
| Contract type | | Full time / part time / contract (contract length \_\_\_\_\_\_\_\_\_\_\_\_) | | | | |
| Any other Income (please specify source) | |  | | | | |
| **Student Applicants** | | | | | | |
| Work Experience and Voluntary Work Experience. Please give as much detail as possible | | | | | | |
|  | | | | | | |
| Course Title | | | | | | |
| Current Year of Study (Year …… of …….) | | | | | | |
| Student ID Card Number: | | | | | | |
| **Next of kin/emergency contact** | | | | | | |
| Name (including Title) |  | | | | | |
| Relationship |  | | | | | |
| Address  (Including Post Code) |  | | | | | |
| Telephone number |  | | | | | |
| Email |  | | | | | |
| **Property application details** | | | | | | |
| Address of property applied for | | | | |  | |
| Monthly rent | | | | |  | |
| Proposed entry date | | | | |  | |
| Proposed Length of stay if known | | | | |  | |
| 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 | | | | |  | |
| **Declaration** | | | | | | |
| I confirm that the information provided above is true and accurate and I authorise the landlords’ agent to share the information with other agencies, organisations and individuals for the purpose of carrying out credit and reference checks and seeking additional information. I consent to the reference check procedure (outlined below) being carried out and I will provide the paperwork required in the procedure within seven days. 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) which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. 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. The information you have provided will be disposed of as soon as it is no longer relevant or required. | | | | | | |
| Signature | | | | | | Date |

**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 seven days of the application form being completed.

Applicants are required to provide: -

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

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

* The last landlord/letting agent reference stating tenancy dates, monthly rent due, details of any arrears, a statement on the condition of the property during or at the end of the tenancy and a statement on whether there were any breaches of the tenancy agreement must be provided;
* employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income;
* evidence of any state benefit entitlement;
* 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 required to provide: -

* photographic ID (passport or driving licence);
* proof of their current address (utility bill, bank statement or driving licence);
* employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income;
* evidence of any state benefit entitlement.

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 confirm with the landlord that a copy of all applications and referencing paperwork has been received and approved by us.