

## 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	
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 Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a smoker?	
Passport number	
National Insurance number	
<b>Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Involuntary Arrangements, or any others adverse credit history whether settled or not? If YES please provide details on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.</b>	
Address history	
Current address	
Status at current address	
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	
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	
Names and ages of any children to occupy property	
Any pets or assistance animals to occupy property?	
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	

**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. I consent to the reference check procedure (outlined overleaf) being carried out and I will provide the paperwork required in the procedure within 5 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). 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	