

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 style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
Are you a smoker?	<p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>
Passport number	
National Insurance number	

Address history	
Current address	<p>-----</p> <p>-----</p>
Status at current address	Owner / Tenant / Other
If tenant, please provide	-----
Landlord name	-----
Address	-----
Phone number	-----
Email address	-----
Length of time at this address	
Previous address (if at current address less than 6 months)	<p>-----</p> <p>-----</p>
Status at previous address	Owner / Tenant / Other
If tenant, please provide	-----
Landlord name	-----
Address	-----
Phone number	-----
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?	
If yes, state type & age of pet or assistance animal	

Employment details	
<i>(if self-employed give accountant details, if retired give pension administrator details, if a student give university/course details)</i>	
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. I consent to the reference check procedure (outlined overleaf) being carried out and I will provide the paperwork required in the procedure within **[state timeframe]** days. The agent will handle all information provided sensitively and in accordance with data protection legislation. 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 **[state timeframe]** 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: -

- recent 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;
- employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income;
- evidence of any state benefit entitlement;
- last 3 months of current account bank statements;
- 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 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 provide the landlord with a copy of all application and referencing paperwork and seek their approval to proceed with the tenancy.

Note to agents

This is a model document which agents should adapt where necessary to suit their individual practices and procedures. Once registered, agents must include their letting agent registration number in this and all other communications and adverts.

If making any changes to the wording of this email agents should ensure that any changes comply with the Letting Agent Code of Practice (Scotland) Regulations 2016 (in particular clauses 43-45, 56, 58, 60 & 61).

Important: The Scottish Association of Landlords will accept no liability for any loss incurred as a result of using this document. You should consult a solicitor if you are in any doubt as to the implications of this document.