**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. I also agree to notify the landlord of any changes to my email address during the application process and during the tenancy.  Yes  No | |
| 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** | |
| **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** |

|  |
| --- |
| **Non-Employment Income** |
| Give details of any other income e.g., state benefits; |

|  |  |
| --- | --- |
| **Next of Kin/Emergency Contact** | |
| Name |  |
| Relationship |  |
| Address |  |
| Telephone number |  |
| Email |  |

|  |
| --- |
| **Please describe why you are applying for this property** |
|  |

|  |  |
| --- | --- |
| **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 being carried out and I will provide the paperwork required in the procedure within 5 working days. The landlord will handle all information provided sensitively and in accordance with data protection legislation. The landlord will inform the applicant as soon as possible about the outcome of the application. I understand that completing this application form does not commit the landlord or applicant to a tenancy. | |
| Signature | Date |
| Print name | |

**Please return this form to –** [**IreneC@loreburn.org.uk**](mailto:IreneC@loreburn.org.uk) **or** [**ShelaghK@loreburn.org.uk**](mailto:ShelaghK@loreburn.org.uk)