



**Application for Tenancy**

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that as well as the references asked for in this application each tenant must produce identification and a deposit. The deposit is held by Perthshire Property Services as stakeholders. It is refundable only after a tenancy has ended and on the proviso that the rent is up to date, the property has not been damaged & all bills have been paid.

Tenants who intend to claim Housing Benefit should obtain an application for benefit from the relevant council offices. You are also reminded that entitlement to benefit is no guarantee that your rent will be paid in full and accordingly you may be asked to contribute towards the rent. Remember you can ask for a pre-tenancy determination from the Rent Officers service if you are at all concerned.

**Tenants Application for Tenancy**

**Property you wish to apply for:** .....

**About You**

Title: Mr/Miss/Ms/Mrs/Other (please specify)

Surname: ..... Forename: .....

Middle Names:..... Date of Birth: .....

Any Previous Surname: ..... Contact Telephone No: .....

Current Address: ..... Home: .....

..... Work: .....

..... Mobile: .....

Postcode: ..... E-Mail: .....

No. of Dependants: ..... Marital Status: .....

Living Status (Furnished Tenant, Unfurnished Tenant, Owner etc): .....

Current Rental / Mortgage £ ..... PCM

Time at Current Address:

From MM ..... / YYYY ..... To MM ..... / YYYY .....

(If at current address less than three years please list addresses for a three year period)

Address 2

..... Postcode .....

From MM ..... / YYYY ..... To MM ..... / YYYY .....

Living Status (Furnished Tenant, Unfurnished Tenant, Owner etc): .....

Rental / Mortgage £ ..... PCM

Address 3

..... Postcode .....

From MM ..... / YYYY ..... To MM ..... / YYYY .....

Living Status (Furnished Tenant, Unfurnished Tenant, Owner etc): .....

Rental / Mortgage £ ..... PCM

**Emergency Contact (Person Not Living With You)**

Name: .....

Address: .....

..... Postcode .....

Contact Telephone Number: .....

**Employment**

Employment Type (Full Time, Part Time etc): .....

Name of Current Employer: .....

Address of Work Place: .....

..... Postcode .....

Job Title: .....

Current Employment Start Date: MM ..... / YYYY .....

Gross Annual Income; £..... Any Additional Income: £.....

National Insurance Number: .....

Is your Employment likely to change shortly ? Y / N

**People Living With You**

EACH PERSON OVER THE AGE OF 18 MUST ALSO COMPLETE AN APPLICATION FORM.

Please provide details of:

Anyone OVER the age of 18 who will be living at the property:

Applicant 2

Title: Mr/Miss/Ms/Mrs/Other (please specify)

Surname: .....

Forename: .....

Current Address: .....

Date of Birth: .....

.....

Employer: .....

.....

Salary: .....

Postcode: .....

Relationship to Yourself: .....

Applicant 3

Title: Mr/Miss/Ms/Mrs/Other (please specify)

Surname: .....

Forename: .....

Current Address: .....

Date of Birth: .....

.....

Employer: .....

.....

Salary: .....

Postcode: .....

Relationship to Yourself: .....

Anyone under the age of 18 who will be living at the property:

Surname: .....

Forename: .....

Relationship to Yourself: .....

Date of Birth: .....

Surname: .....

Forename: .....

Relationship to Yourself: .....

Date of Birth: .....

Surname: .....

Forename: .....

Relationship to Yourself: .....

Date of Birth: .....

**Additional Information**

Name any tenants who claim or intend to claim help with paying their rent:

Surname: ..... Forename: .....

Do you or anyone listed above smoke ? Y / N

Will you have any pets living with you ? Y / N

**References**

**(Each person over 18 must supply references)**

We require at least two written references from professional, independent people such as a previous landlord, employer, or solicitor. If you are currently renting a property then one reference must be from your current landlord, similarly, if you are currently employed then one reference must be from your current employer. A financial reference must be produced, this can either be a reference from the bank or the previous 3 months bank statements. If you wish to provide a reference from the bank it is likely that you will require a form from Perthshire Property Services which can be provided on request.

If you are moving to the area for employment purposes, you must also produce a contract of employment stating your new salary and contract period.

We will also require you to provide a form of photographic identification together with proof of address (i.e. utility bill etc)

**(PLEASE ENCLOSE 3 WRITTEN REFERENCES SEPERATELY)**

**Declaration**

(Please read the declaration carefully before signing in the space provided.)

I understand that by completing an application to rent form that I will be liable for administration charges which will equate to the value of two weeks rent of the property I have applied for if I do not go ahead with the Tenancy and do not sign a Tenancy Agreement. I understand that the information on this form will be used in assessing an application for a tenancy. I confirm that the information above is correct and understand that providing false information will jeopardise any tenancy I may gain as a result of this application. I agree to Perthshire Property Services (along with any agents appointed by them) taking any references and checking any details they see fit. I understand that any information provided by third parties will be used to make decisions about this application. I agree that all information supplied can be stored on computer and may be passed to utility suppliers, local Councils and debt collection agents if required either during or after a tenancy. I acknowledge that any third party agencies may supply to Perthshire Property Services, public information and/or fraud prevention information.

I understand that the information provided may be supplied to other organisations and used by them and us to –

A. Verify the applicants’ identity for this application and if the applicant applies for any other facilities provided by such organisations including all types of insurance applications and claims.

B. Check all or any of the application details which have been submitted.

C. Assist organisations to make decisions on this tenancy application.

I agree that the information provided can be used for a third party to make contact with me in order to discuss my insurance requirements.

If you would prefer not to be contacted regarding your insurance requirements please tick here

Name: .....

Signed: ..... Date: .....