

Tenancy Application Form

- Service Required:**
- Full Profile
 - Insight
 - Credit Check
- Type:**
- Tenant
 - Guarantor

PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS

1. TO BE COMPLETED BY CASTLE ESTATES STAFF ONLY

Property Address:

Tenancy Period:

 months

Tenancy start date:

No. of applicants:

Total rent pcm:

 £

Rent for this applicant:

 £

Identification supplied:

ID Reference Number: (i.e. passport number)

Residency proof supplied: (i.e. utility bill)

2. PERSONAL DETAILS

Title:

Forenames:

Initials:

Surname:

Date of Birth:

NI Number: (or overseas equivalent)

Gross annual salary/income:

 £

Daytime contact number:

Mobile telephone number:

Email address:

Marital status: (e.g. single/married)

Number of dependants:

Ages of dependants:

Current address:

Previous address (if less than 3 years):

Postcode:

Time at address:

 years months

Postcode:

Time at address:

 years months

Status at **current** address: (please tick one)

- owner with mortgage, please give lenders name:
- owner with no mortgage
- tenant (please provide further details on page 2)
- living with family
- living with friends
- other, please specify:

Next of Kin Name & Address:

This should not be a joint tenant and should not be the property address

Next of Kin Telephone:

3. OTHER OCCUPIERS

Please name any joint tenants or intended occupiers of the property to which you are related, married or in any form of relationship:

3a. TENANCY DEPOSIT SCHEME

Please provide the name and address of the person who is paying the tenancy deposit on this property.

Do you intend to have pets at the property? • No • Yes

If yes please specify:

4. EMPLOYMENT/OCCUPATION DETAILS

<input type="checkbox"/> Employed	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Retired	<input type="checkbox"/> Other – please specify
Employment status (e.g. permanent)	Employer/Accountants name:	Length of employment:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Employers/Accountants Address:

Payroll Number:

Contact Name/Department:

Contact position:

Contact telephone number:

Contact Fax number:

Contact email address:

Please ensure contact name/department is able to confirm salary/income details and put them on notice to receive a reference request. If in current employment for less than three months please provide previous employment details on a separate sheet.

5. CURRENT LANDLORD/LETTING AGENT DETAILS (If you are currently in rented accommodation)

Landlord/Agency name:

Contact number:

Fax number/email address:

Address of Landlord/Agent:

Current rent amount:

6. BANK DETAILS (not compulsory for guarantors)

Account holder name:

Account number:

Sort Code:

7. EXISTING FINANCIAL COMMITMENTS (not compulsory for guarantors)

Do you have any loans or overdrafts? If yes, please state below:

Lender	Amount	Monthly Repayment	Expiry Date
<input type="text"/>			

Have you any credit cards or store cards? If yes, state below:

Card Company	Credit limit	Balance owing
<input type="text"/>		

Have you, your spouse or any other party to this application been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last six years? If yes, please provide details on a separate sheet.

Yes No

8. CONSENT DECLARATION

I confirm that the information contained in this application is true to the best of my knowledge and belief and may be verified. I agree that **Castle Estates (Glasgow) Ltd** may search the files of one or more Credit Referencing Agencies and that the results of these findings may be forwarded to the appointed Letting Agent or Landlord. I also understand that in the event of failing to make a rental payment, a default may be recorded against my credit file. I understand that should any of the information contained in this application be found to be untrue, the application will be declined and I may lose all or part of the administration fee. I give my employer, accountant and current Landlord/Letting Agent permission to disclose any information requested by **Castle Estates (Glasgow) Ltd**.

Signed:

Print Name:

Date: