



## ***Application for Tenancy***

This form must be completed and signed before any application for tenancy can be formally considered. Further to a completed application form we require a credit check to be completed by the applicant and evidence submitted with the application (we recommend checking your free credit score on [www.clearscore.com](http://www.clearscore.com)). We further require ID (passport or drivers licence) and two references. One reference must be from your previous landlord and one character reference or employer's reference. By signing this application, you agree to allowing Homes For you to contact your previous landlord for the purpose of a reference. Applicants will not be considered without the correct documentation.

If your application is successful, you are due to pay the first months' rent in advance before the commencement of your tenancy. We then take your property off the market however if you fail to move into the property, the first months' rent is non-refundable. A security deposit will be held by My Deposit Scotland. The deposit will not be returned until your tenancy has ended, and only then, provided the obligations of your tenancy have been met in full, the final household bills are paid (we may require proof) and the property is returned in a satisfactory condition. NB: Before the deposit is refunded we will also have to consult with the landlord.

Housing Benefit Tenant: You must obtain a housing benefit claim form, which you must bring with you when you sign the tenancy agreement, should your application prove successful. If your rent is to be paid by housing benefit you will require a guarantor. This must be someone who has a full time job, a bank account and is in a position to cover your rent should the council reject your claim or not pay the rent in full.

Before you complete the details below, may we first ask you to confirm where you heard of us and why you have now contacted us:

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<b><i>Property</i></b>
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Property you wish to apply for:
Moving in date:

**About You**

Title:	Mr / Miss / Ms / Mrs	Other (please specify)
Forename:	Surname:	
Current Address:		
Postcode:		
Years at address:		
(If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below).		
Home Tel:	Work Tel:	
Mobile:	Email:	
DOB:	<input type="text"/>	<input type="text"/>
NI No:	<input type="text"/>	<input type="text"/>
STUDENT ID NO:	<input type="text"/>	

**Current Occupancy Status:**

Owner  Private Tenant   
 Living with relatives  Council Tenant

**Current Marital Status:**

Married  Separated   
 Divorced  Widowed   
 Single

**Current Employment:**

Employed  \*Self Employed   
 On Contract  Unemployed   
 \*\*Retired  \*\*\*Independent Means   
 \*\*\*\*Student

*\*Self Employed – You will need to supply a written reference from your accountant confirming drawings for the last 2 years and confirmation on how long they have known you.*

*\*\*Retired – You annual pension statement or a reference from your pension provider would be required. Please submit this with your application.*

*\*\*\*Independent Means – We require the last 6 months bank statements. Please submit copies of documentation which supports your application, this will include: savings statements, Premium bonds certificates, Investment Statements, Bank Statements*

*\*\*\*\*Student – If you are unemployed or a student, you will be asked to complete a guarantor form. This person will be responsible for all rental payments should you fail to pay, they will be subject to the same credit checking and referencing process.*

**Credit check** – We will conduct a check for bad credit, IVA's, Bankruptcy orders, CCJ's. It is important you declare any adverse credit.

<b>Please state the reasons why you are moving:</b>	<b>Please give details of any adverse credit history:</b>

**Previous Addresses**

Address:
Post Code:
Address:
Post Code:
Address:
Post Code:

**Children**

Please list anyone under the age of 18 who will be living with you

Forename	Surname	Age

**Pets**

Please list any pets you may have (we may require additional deposit for pet damages)

Pet type	Age	Pet type	Age

**Previous landlord/letting agent details**

We will require a reference from your current or previous landlord confirming your tenancy start and end dates, rent amount and that your tenancy has been conducted satisfactorily.

Contact Name:
Company Name:
Address:
Postcode:
Tel No:
Email Address:
Start date:
End date:
Rental Amount:

**Employment Details**

Please list also a previous employer if current employer is less than a year.

We will need to verify that you can meet the rental obligations, it will be necessary to verify your income. If you are employed we will verify with your current employer all the information you have given us and if there is likely to be any changes in your employment in the near future.

Current Employer	
Contact Name:	
Company Name:	
Employer Address:	
Postcode:	
Tel No:	
Email Address:	
Position:	
Gross Salary:	Start Date:

Contact Name:	
Company Name:	
Employer Address:	
Postcode:	
Tel No:	
Position:	
Gross Salary:	Start Date:

<b>Personal Reference</b>
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Contact Name:	
Company Name:	
Address:	
Postcode:	
Tel No:	
Email Address:	
Relationship:	
How long have you known this referee:	

<b>Next of kin</b>
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Contact Name:	
Address:	
Postcode:	
Tel No:	
Email Address:	
Relationship:	

**Declaration.** All applicants are advised to read the following statement very carefully before signing.

I/we hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I/we have no objections to the information being verified by whatever means deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that Homes For you or their agents, may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I/we make. I/we hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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