

Tenancy Application Form

Please complete & send to: Property Lets 4U c/o The Property Shop, 67 Albert Street, Dundee DD4 6NZ



ADDRESS OF PROPERTY BEING APPLIED FOR

PERSONAL DETAILS – Main/Joint Tenant Applicant (Additional Applicants must also complete PAGE 1 ONLY of a Separate Application Form. No further application fee will apply)

| Title: | Forenames: | Initials: | Surname: |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------------|------------------------|
| Date of birth | National Insurance No. |
| <input type="text"/> | <input type="text"/> |

| | |
|------------------------|-------------------------|
| Daytime contact number | Mobile telephone number |
| <input type="text"/> | <input type="text"/> |

Email address

Marital Status (e.g. Single/Married)

Current address

| | |
|----------------------|--------------------------|
| Postcode | Years at current address |
| <input type="text"/> | <input type="text"/> |

Status at current address (Please circle)

Previous address

| | |
|----------------------|---------------------------|
| Postcode | Years at previous address |
| <input type="text"/> | <input type="text"/> |

Do you intend keeping pets at the property? (Please circle)

Do you or anyone living at the property smoke?

Please provide details of anyone else living at the property with you

| Name | Date of birth (If under 21) | Relationship to you |
|------|-----------------------------|--|
| | | Partner / Child / Other – Please provide details |
| | | Partner / Child / Other – Please provide details |
| | | Partner / Child / Other – Please provide details |
| | | Partner / Child / Other – Please provide details |
| | | Partner / Child / Other – Please provide details |

EMPLOYMENT / INCOME/ HOUSING BENEFIT DETAILS

Employment status (Please circle)

| |
|---|
| Employed / Self Employed / Retired / Unemployed / Other – Please provide details: |
|---|

Employer name, address (If employed)

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Employer contact name and number (If employed) Years with employer Employer email address

| | | |
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Your Income including benefits

Current Housing Benefit per/wk

| | |
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|--|--|

CURRENT LANDLORD / LETTING AGENT DETAILS (only required if you are currently in rented accommodation)

Landlord / Letting Agent

Contact number

Current rent amount

| | | |
|--|--|--|
| | | |
|--|--|--|

Address of landlord / agent

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PREVIOUS LANDLORD / LETTING AGENT DETAILS (only required if you are currently in rented accommodation)

Landlord / Letting Agent

Contact number

Current rent amount

| | | |
|--|--|--|
| | | |
|--|--|--|

Address of landlord / agent

| |
|--|
| |
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GUARANTOR DETAILS (Home Owner / Employed)

IN ORDER TO QUALIFY AS A GUARANTOR - YOU MUST BE A HOMEOWNER OR BE IN FULL TIME EMPLOYMENT AND PROVIDE THREE MONTHS BANK STATEMENTS.
*PLEASE BE AWARE - IF TENANT DOES NOT PAY RENT, YOU WILL BE LIABLE.

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Title: | Forenames: | Initials: | Surname: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------------|------------------------|
| Date of birth | National Insurance No. |
| <input type="text"/> | <input type="text"/> |

| | |
|------------------------|-------------------------|
| Daytime contact number | Mobile telephone number |
| <input type="text"/> | <input type="text"/> |

Current address

| | |
|----------------------|--------------------------|
| Postcode | Years at current address |
| <input type="text"/> | <input type="text"/> |

Email

Status at current address (Please circle)

Previous address (If less than 3 years)

| | |
|----------------------|---------------------------|
| Postcode | Years at previous address |
| <input type="text"/> | <input type="text"/> |

Employer name (Full time employed only) Employer address and Contact details (not required for Home Owning Guarantor)

| | | |
|----------------------|---------------------------|-----------------------------|
| <input type="text"/> | Tel: <input type="text"/> | Email: <input type="text"/> |
|----------------------|---------------------------|-----------------------------|

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|----------------------|----------------------|----------------------|----------------------|
| Title: | Forenames: | Initials: | Surname: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Address

Postcode

| | |
|------------------------|-------------------------|
| Daytime contact number | Mobile telephone number |
| <input type="text"/> | <input type="text"/> |

PROOF OF IDENTITY

Please provide sight of either:

Passport or Driving License (with picture)

Number

Bank Statement (three required)

Number

Number

Number

Utility, tax or similar bill showing current address

Number

If employed, wage slip

Payroll Number

ONE OFF APPLICATION FEE (please tick as appropriate)

DSS Applicants with Home Owning Guarantor with Good Credit Rating Deposit Negotiable Application Fee - £40.00

DSS Applicants with FT Employed Guarantor with Good Credit Rating Deposit Negotiable Application Fee - £40.00

Private Applicants with Guarantor with Good Credit Rating 1 Months Deposit Application Fee - £75.00

Private/DSS Applicants with No Guarantor 2 Months Deposit Application Fee - £75.00

HOLDING DEPOSIT (please tick as appropriate)

I wish to pay £_____ of the first month's rent now, so that the property will be taken off the market immediately if my application is successful

PAYMENT METHOD (please tick as appropriate)

Cash Paid

Cash, sorry we are unable to accept payment by cheque.

£

Bank Transfer

CONSENT DECLARATION

We confirm that the information contained in this application is true to the best of our knowledge and belief, and may be verified.

We agree that PROPERTY LETS 4U Limited, may search the files of one or more credit referencing agencies and that the result of these findings may be forwarded to PL4U and the Landlord. We also understand that in the event of failing to make a rental payment a Default may be recorded against our credit files. We understand that should any of the information contained in this application be found to be untrue the application will be declined and we may lose all or part of the administration fee. We give our employers, accountants, bank and current/previous landlord/letting agencies permission to disclose any information requested by PROPERTY LETS 4U Limited. Should you be unsuccessful in your application all or part of your fee will be retained to

Main Tenant signature:

Main Tenant name:

Date:

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Guarantor signature:

Guarantor name:

Date:

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
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