

# IMPORTANT

PLEASE SAVE THIS FORM TO YOUR  
COMPUTER/DEVICE BEFORE COMPLETING.  
ONCE YOU HAVE FILLED IT IN, SAVE AGAIN  
BEFORE EMAILING BACK TO US.

THANK YOU

## Tenancy application form

**Every adult who intends to occupy the property should complete a separate application form.**

Personal details			
Title			
Forename(s)			
Surname			
Date of birth			
Telephone (home)			
Telephone (work)			
Mobile			
Email			
<p>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 agent of any changes to my email address during the application process and during the lease.</p>			
Yes	No		
Are you a smoker?	Yes	No	
Passport number			
National Insurance number			
Lead Tenant (joint tenancies)			
Name			
Address history			
Current address			
Status at current address	Owner	Tenant	
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	
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

Please give a reason for moving?	
<b>Employment details</b> (if self-employed give accountant details, if retired give pension administrator details, if a student give university/course details)	
Job title	
Company name	
Company address	
Annual Income (after tax and deductions)	
Length of service	
Name of Referee	
Position held	
Phone Number	
Email Address	
Your Contract type	Permanent      Temporary      (contract length      )
<b>Non employment income</b>	
Give details of any other income e.g. state benefits: -	
<b>Student Details</b> (if self-employed give accountant details, if retired give pension administrator details, if a student give university/course details)	
University/College	
Course	
Year of Study	
Length of Course	
Matriculation Number	
<b>Guarantor details</b>	
Title	
Forename(s)	
Surname	
Address	
Telephone (home)	
Telephone (work)	
Mobile	
Email	
<b>Next of kin/emergency contact</b>	
Title	
Forename(s)	
Surname	
Relationship	
Address	
Telephone number	
Email	
<b>Declaration</b>	
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 (outlined overleaf) being carried out and I will provide the paperwork required in the procedure within <b>four working days</b> . I consent to references and information gathered being	

shared with the owner(s) of the property applied for. The agent will handle all information provided sensitively and in accordance with data protection legislation. The agent will inform the applicant as soon as possible about the outcome of the application. The agent must adhere to the Letting Agent Code of Practice (Scotland) Regulations 2016, a copy of which is available on request. I understand that completing this application form does not commit the landlord or applicant to a tenancy.

Signature	Date
Print name	

Have you or someone on your behalf viewed the property?    YES                  NO                  VIRTUAL

Where did you see our property advertised?    CityLets                  Gumtree                  Other

## Frequently asked questions about renting through Property First Edinburgh

### I want to rent the property, how do I proceed?

Firstly, you must view the property or virtual tour before you can be considered. If you are not able to view the property in person, we will accept someone viewing on your behalf.

Here at Property First we do not operate on a first come, first serviced basis. In the interest of fairness to all parties you are required to apply for the property. For convenience, our application can be found and completed on our website.

All offers for a property will be put to the landlord to decide on which offer to proceed with. As you know rental properties can attract interest from multiple parties. If you find yourself in this situation it can help to offer slightly more for the monthly rent, all other things being equal.

### How many applications do I need to submit?

Each person over the age of 18 years old must complete an application.

### Do you charge tenancy fees?

No. That it is illegal to charge anything other than rent or deposit.

### Is referencing required?

Yes.

If your application is taken to the next stage all applicants are required to provide referencing.

We require a credit check, employer reference and previous landlord references. If you were a homeowner or self-employed alternative documents will be requested.

We will look for applicants to be permanently employed and meet the affordability criteria of their gross monthly income (combined if more than one tenant) meets at least 2.5 times the monthly rent. If this is not the case, the landlord may still proceed but expect the applicant to provide a UK based guarantor or multiple months rent in advance.

Your Guarantor would also be required to undergo the tenant referencing checks.

To find out more about who can be a guarantor, check out this article from Housing Hand:

[www.housinghand.co.uk/news/who-can-be-rent-guarantor/](http://www.housinghand.co.uk/news/who-can-be-rent-guarantor/)

### When is referencing required?

When the landlord has decided to proceed with your application pending referencing.

## **What Identification do I need to provide?**

Photographic Identification.

You must be able to provide a copy of a valid passport or other photographic ID.

We will also require proof of your current address in the form of a utility bill or bank statement from your current address dated within the last 3 months.

## **How much security deposit will I pay?**

We normally ask for 1.5 month's rent unless agreed with the landlord otherwise. The security deposit will be held by Safe Deposit Scotland for the duration of your tenancy.

## **What type of tenancy will I have?**

If you are renting as a private individual, you will have a Private Residential Tenancy Agreement (PRT)

If there is more than one tenant named on the Tenancy Agreement, then those tenants are 'joint and severally' liable during a tenancy agreement. This means that all the tenants and guarantors on the tenancy agreement are jointly responsible for all tenancy liabilities including rent or any breach of tenancy.

If a tenant wishes to serve notice to end your tenancy you must have agreement from any joint tenants before doing so - you cannot simply give notice to vacate if there are other tenants liable under a joint tenancy.

## **When can I sign the tenancy agreement?**

Once referencing is finalised.

For convenience and a move towards being paperless, the agreement signing process is digital.

## **How many sets of keys will I receive?**

Each tenant named on the Tenancy agreement will be provided with 1 set of keys.

## **Will I be provided with an inventory?**

Yes.

Our inventory contains details of fixtures, fittings and contents of the property.

You will have 7 days to check, write comments, sign and return after you move into the property.

## **Do you carry out inspections during my tenancy?**

Yes, we do.

We have a contractual agreement with every landlord to carry out mid tenancy property inspections. You will be notified of any inspections via email prior to them being carried out.

Please note we take photographs of the property during these inspections.