



# TENANCY APPLICATION

This Tenant Application should be completed in **full** and returned to Neilsons together with the supporting documentation listed on the final page. We will continue viewing the property until such time as the deposit has been paid. The deposit will secure the property but you should note that this is a non-refundable deposit should **you** wish to withdraw your application. If your Application is rejected following referencing your deposit will be returned to you in full.

**PROPERTY APPLIED FOR:** \_\_\_\_\_

**PREFERRED DATE OF ENTRY:** \_\_\_\_\_

**PREFERRED LENGTH OF LEASE:** \_\_\_\_\_  
(Minimum Term is 6 Months)

**NOTE THE APPLICATION WILL NOT BE ACCEPTED UNLESS ALL REQUESTED INFORMATION IS SUPPLIED**

PERSONAL DETAILS	
Title (Mr, Miss, Mrs ...)	
First Name(s) <i>As stated on your passport</i>	
Surname <i>As stated on your passport</i>	
Maiden Name	
Date of Birth	
Marital Status	
National Insurance No	
Current Address	
Home Telephone Number	
Work Telephone Number	
Mobile Telephone Number	
Personal Email Address	
Work Email Address	

BANK DETAILS	
Bank Name	
Bank Address	
Sort Code	
Account Number	
Full Name on Account <i>(i.e. Mr John Smith)</i>	

CURRENT ADDRESS	
Length of time at address?	

<b>Do you own this property?</b>	<b>YES / NO</b>
<b>Do you rent this property?</b>	<b>YES / NO</b>
<b>When does your current lease end?</b>	
<b>Name of Landlord/Landlord's Agent</b>	
<b>Address of Landlord/Landlord's Agent</b>	
<b>Landlord/Agent Telephone Number</b>	
<b>Landlord/Agent Email Address</b>	

<b>PREVIOUS ADDRESS (If less than 3 years at current address)</b>	
<b>Address</b>	
<b>Length of time at address?</b>	
<b>Did you own this property?</b>	<b>YES / NO</b>
<b>Did you rent this property?</b>	<b>YES / NO</b>
<i>If yes, how long did you rent this property?</i>	
<b>Name of Landlord/Landlord's Agent</b>	
<b>Address of Landlord/Landlord's Agent</b>	
<b>Landlord/Agent Telephone Number</b>	
<b>Landlord/Agent Email Address</b>	

<b>EMPLOYMENT</b>	
<b>Job Title</b>	
<b>Current Annual Salary</b>	
<b>Any Additional Income</b> <i>(i.e. Guaranteed Bonuses)</i>	
<b>Full Time/Part Time</b>	
<b>How long have you been in this job?</b>	
<b>Is your position permanent?</b>	
<b>Employers Name</b>	
<b>Employers Address</b>	
<b>Contact Name for Reference</b>	
<b>Their position in the company</b>	

Contact Telephone Number	
Contact Email Address	

<b>PREVIOUS EMPLOYMENT (if you have been in your current position for less than 6 months)</b>	
Job Title	
Salary	
Full Time/Part Time	
How long did you work in this job	
Previous Employers Name	
Previous Employers Address	
Contact Name for reference	
Their position in the company	
Contact Tel No	
Contact email address	

<b>CHARACTER REFERENCE (not a family member)</b>	
Title (Mr, Miss, Mrs ...)	
First Name(s)	
Surname	
How Long have you known this person?	
In what capacity to you know this person?	
Their Address	
Contact Tel No	
Email address	

<b>NEXT OF KIN (Emergency only)</b>	
Title (Mr, Miss, Mrs...)	
First Name(s)	
Surname	
Relation to you?	
Current Address	
Home Telephone Number	

<b>Mobile Telephone Number</b>	
<b>Email Address</b>	

<b>PLEASE CONFIRM</b>	
<b>Please give full names and date of birth of people living with you in this property</b>	
<b>What is their relation to you?</b>	
<b>Do you smoke?</b>	
<b>Do you have any pets?</b>	
<b>Have you ever had any court judgements against yourself?</b>  <b>If yes please give details</b>	

I hereby authorise Neilsons, 142 St John's Road, Edinburgh EH12 8AY to make any enquiries necessary to confirm my application and understand that a copy of this form may be sent to a third party. I confirm the information supplied above is true.

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

Full Name: \_\_\_\_\_

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

**SUPPORTING DOCUMENT CHECKLIST**

- PASSPORT
- UTILITY/COUNCIL TAX/CREDIT CARD BILL
- LAST 3 MONTHS BANK STATEMENTS
- P60/ANNUAL PRIVATE PENSION STATEMENT (IF RETIRED)
- ANNUAL STATE PENSION STATEMENT (IF RETIRED)
  
- DEPOSIT\* PAID

THE DEPOSIT\* REQUESTED AT THIS TIME IS THE DEPOSIT PAYMENT IN TERMS OF THE LEASE OF THE PROPERTY. ONCE THE LEASE DOCUMENTATION IS SIGNED THE DEPOSIT WILL BE TRANSFERRED TO OUR NOMINATED TENANCY DEPOSIT SCHEME FOR THE DURATION OF THE TENANCY.



**COMPLETED FORM TO BE RETURNED TO:**  
**NEILSONS, LETTINGS & PROPERTY MANAGEMENT DEPARTMENT**  
**142 ST JOHNS ROAD, EDINBURGH EH12 8AY**  
**TEL: 0131 625 2222 FAX: 0131 476 0448 EMAIL: rentals@neilsons.co.uk**