



Alton House, 4 Ballifeary Road, Inverness IV3 5PJ
 01463 718888 enquiries@simplylet.biz

Individual Application for Tenancy

Each applicant should complete a separate form

1. Personal Details	Current Address (cont'd)
Title - Mr, Miss, Ms, Dr, Other (please state which and, if other, what :	Postcode:
Christian names:	<input type="checkbox"/> Owner: <input type="checkbox"/> Council <input type="checkbox"/> / Private Tenant: <input type="checkbox"/> Living With Relatives: (Tick as applicable)
Surname:	
Date of birth:	Years at This Address:
E-mail:	Reason for leaving:
Tel no:	4. Estate Agent / Solicitor / Agent / Landlord for the property you currently occupy
Do you smoke?: (even if only outdoors) <input type="checkbox"/> Yes <input type="checkbox"/> No	Full name:
Do you have a pet?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Address:
Marital status: <input type="checkbox"/> Married <input type="checkbox"/> In a partnership <input type="checkbox"/> Single (Tick as applicable)	
2. Property Applied For	
Address:	Postcode:
	e-mail:
	Tel:
Postcode:	5. Previous Addresses (must cover last 3 years) Please continue on a separate sheet if necessary:
Monthly rent:	Address:
Preferred start date: (Indicative – can be finalised later)	
Tenancy term:	
Number of applicants being referenced:	Postcode:
3. Current Address	Address:
Address:	
	Postcode:

6. Current Employment Details	8. Future Employment / Pension Details
Please circle one: Employed Unemployed Self-employed Retired Contract worker Student Independent means If self-employed, retired or independent means, go to Section 7	Please circle one: Employed Unemployed Self-employed Contract worker Student Independent means
Company Name:	Company name:
Position held:	Contact name:
Payroll No:	Address:
Gross salary:	
Full-time Part-time: (circle as appropriate)	
Start date:	Postcode:
Contact Name:	Tel:
Tel:	Gross salary / pension per annum: £
e-mail:	Position to be held:
Address:	Start date:
	Total annual amount £.....
Postcode:	
Is Employment to Change In Near Future?: Yes No (If Yes please complete Section 7)	
Do you have any other source of income?	
Total annual amount £.....	
Breakdown:	
7. Accountant/Pension Provider (To be completed only if you are self-employed, retired or have independent means)	
Start date of self-employment, retirement or independent means:	
Will accountant be verifying income? Yes No	
Name of accountant:	
Accountant's details:	
Address:	
Postcode:	
Telephone:	
E-mail:	
Annual income	

Have finalised annual accounts been prepared? (please circle) Yes- by accountant Yes – self assessment No	10. Previous Addresses (If applicable)
Do you have a private pension? Yes No	The last 3 years must be accounted for
Name of pension provider:	Address:
Pension number:	
Pension amount:	
	Postcode:
9. Adverse Credit Information (if applicable)	Address:
Please note: Failure to disclose adverse credit could affect your application	
Do you have any current/historic or pending adverse credit? Yes No If Yes, please give details:	Postcode:
Do you have any CCJs or Court Decrees? Yes No If Yes, please give details:	Address:
Have you ever been declared Bankrupt or have any IVAs etc.? Yes No If Yes, please give details:	Postcode:

SECTION 9 – DECLARATION

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches may be accessed in the event of a default in my rental payments.
I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.
I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.
I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for third party referencing companies instructed by Simply Let to contact me in respect to this application if required. I have read and agree to be bound by the above terms.

Signature: Date:

Print name:

Please return this completed application to Simply Let at Alton House, 4 Ballifeary Road, Inverness IV3 5PJ

Should you have any questions about your application please do not hesitate to contact us on 01463 718888 or by e-mail <mailto:enquiries@simplylet.biz>