



## Tenancy application form

**Every adult who intends to occupy the property should complete a separate application form  
Please complete in BLOCK CAPITALS**

Personal details	
Name	
Date of birth	
Telephone (home)	
Telephone (work)	
Mobile	
Email	
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. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a smoker?	Yes / no
Passport number	
National Insurance number	
Address history	
Current address	
Status at current address	Owner / tenant / other ( _____ )
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 / other ( _____ )
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						
<b>Employment details</b>						
<small>(if self-employed give accountant details, if retired give pension administrator details, if a student give university/course details)</small>						
Job title						
Company name						
Company address						
Name of referee						
Telephone number						
Email						
Your Position held						
Annual income range	£'s	20-30K	30-40K	40-50K	50-60K	60K+
Length of service						
Contract type	Full time / part time / contract (contract length _____)					
<b>Non employment income</b>						
Give details of any other income e.g. state benefits: -						
<b>Next of kin/emergency contact</b>						
Name						
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 McKenzie Ent reference check procedure being carried out and I will provide the paperwork required in the procedure within 2 days. 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						

Return completed form to [info@mckenzie-ent.com](mailto:info@mckenzie-ent.com) or Submit on our website under the Applications Tab.