

Official Use only: Date & Amount Rec'd _____	
Dep _____	RF _____
Rent pm _____	Pet Dep _____



## Property Application Form

Property Applied for: \_\_\_\_\_

Preferred Entry Date: \_\_\_\_\_

### **1. Personal Details**

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name(s) \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Have you ever had any court judgements, decrees, bankruptcy or administration orders against you?: Yes / No

Do you have any pets?: Yes / No      If Yes, what type and how many?:

\_\_\_\_\_

### **Next of Kin**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (mobile): \_\_\_\_\_

### **2. Present Address**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ years and \_\_\_\_\_ months

Monthly rent: \_\_\_\_\_ (if currently renting)

Status:      Owner / Rented (Private) / Rented (Council) / Other \_\_\_\_\_

**If you currently own your property, please enclose a copy of your most recent statement from your mortgage provider with this application.**

*Current landlord details (if applicable)*

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*Previous address (If less than 3 years at current address)*

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ years and \_\_\_\_\_ months

Status: Owner / Rented (Private) / Rented (Council) / Other \_\_\_\_\_

*Previous landlord details (if applicable)*

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

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

### **3. Bank Details**

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account No.: \_\_\_\_\_ Sort Code: \_\_\_\_\_

How long have you had this account? \_\_\_\_\_ years

Do you have a cheque book and bank card? Yes / No

### **4. Employment Details**

Status: Employed / Self employed / Retired / Unemployed / Student

Type: Permanent/Temporary/Relief Full time/Part-time (hours pw \_\_\_\_\_)

Your Job Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Their Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Length of time in current position: \_\_\_\_\_ years and \_\_\_\_\_ months

If you receive income from sources other than employment (e.g. tax credits, child benefit, income support, pensions, etc.), please indicate how much you receive per annum from these sources: £ \_\_\_\_\_ per annum.

You should enclose copies of documentation confirming amounts received from these sources (e.g. tax credit statement, copy of a bank statement, etc..) with your application.

**5. Personal Reference**

Name: \_\_\_\_\_  
Mobile Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Time known: \_\_\_\_\_ years

**6. Declaration**

I hereby confirm that the information provided by me is to the best of my knowledge true and correct. I consent to this information being verified by Tynewater Property Management or the landlord contacting the third parties detailed in this form, and to them obtaining a credit report from a Credit Reference Agency. I understand that if any of the information within this application is found to be untrue, it is grounds for termination of the tenancy. I understand that this document does not represent any offer between Tynewater Property Management or the landlord and myself.

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

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

The details you provide will be held by Tynewater Property Management Ltd. and may be used to keep you up to date on our products and services and those of other organizations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

**7. Holding Deposit**

We ask that you put down a holding deposit when you apply for a property. Once we receive the holding deposit we will not show the property to other potential tenants while your application is being processed. The holding deposit is 50% of the full deposit. The remaining 50% of the deposit is requested at the time we confirm the offer of the tenancy to you, which will be once we have obtained satisfactory references. Should we not offer you the tenancy, or should you decide not to proceed with the letting of the property, the holding deposit will be returned to you in full.

You can either send us a cheque for the holding deposit with your application, or you can pay it by debit card. Please contact us on 01875 320970 if you wish to pay this by debit card.

**Please return your completed application to:**

Tynewater Property Management  
10 Vineyard Business Centre  
Pathhead  
Midlothian  
EH37 5XP

Tel: 01875 320970 Fax: 01875 320894 Email: info@tynewater.co.uk