



NEW TENANT APPLICATION

PROPOSED PROPERTY DETAILS		APPLICATION DETAILS	
Address Line 1		Proposed Tenancy Commencement Date	
Address Line 2		Rental Period	
Town		Rent Per Month	
County		How many bedrooms?	
Postcode		How many tenants/dependents moving in?	

APPLICANT DETAILS			
Title		NI Number	
First Name		Contact Tel. No.	
Surname		Mobile No.	
Maiden Name		Marital Status	
Email		No. of Dependents	
Date of Birth		Rent Payment Source	
Nationality		Bank Account Number	
UK Residence since		Bank Sort Code	

ADDITIONAL INFORMATION		CURRENT ADDRESS	
Are any of the proposed tenants a smoker?		Address Line 1	
Do any of the proposed tenants have pets?		Address Line 2	
Pet Type		Town	
Are you aware of any CCJ's or bankruptcy?	Yes/No	Postcode	
If Yes please give Details:		How long have you lived at this address	Months: <input style="width: 50px;" type="text"/> Years: <input style="width: 50px;" type="text"/>
		Property Type: (please circle)	Owned/Housing Association/Council Rented/Living with parents/Private rent
		If you have lived at this address for less than 3 years, please provide details below	



NEW TENANT APPLICATION Page 2

LANDLORD DETAILS

If your current property is rented please provide your landlords details:-

PREVIOUS ADDRESS		PREVIOUS ADDRESS	
Landlord's name		Phone	
Address Line 1		Mobile	
Address Line 2		Fax	
Town		Email	
County			
Postcode			

PREVIOUS ADDRESS			PREVIOUS ADDRESS		
Address Line 1			Address Line 1		
Address Line 2			Address Line 2		
Town			Town		
County			County		
Postcode			Postcode		
How long have you lived at this address?	Months	Years	How long have you lived at this address?	Months:	Years:
Property type (please circle)	Owned/Council Rented/Private Rent/Housing Association/Living with parents		Property type (please circle)	Owned/Council Rented/Private Rent/Housing Association/Living with parents	



EMPLOYMENT DETAILS			
Employer's Name		Your Job Title	
Employers address		Employed since	
		Gross Monthly Salary	
Employer Contact Name		Are you aware of any matters that may cause your income to change in the near future? Yes/No	
Contact Job Title		Details	
Contact Tel			

INCOME DETAILS IF SELF EMPLOYED			
Business Name		Contact Name	
Registered Business address		Contact Telephone	
		Contact Email	
Date Established		Personal Income	
Accountants Name			
Accountant's Address			

ADDITIONAL INCOME			
Do you have a second job?		Do you have additional sources of income?	
If Yes please provide details below			

SECOND JOB DETAILS			
Employers Name		Contact Telephone	
Employer's Address		Email	
		Your Job Title	
Employer's Contact Name		Employed Since	
Contact Job Title		Gross Monthly Salary	

--	--	--	--



TENANT LETTER OF AUTHORITY Page 4

Please complete the form fully in INK and in BLOCK CAPITALS. If you need assistance please phone 0141 956 4046

I hereby authorise Contempo Property to make any enquiries considered necessary to substantiate information supplied on this application. I authorise you or your assessment company to disclose any information about me to any credit reference agency or any other tenancy database which may retain a record of such a search. The information is used to help me make credit, insurance, rental and property decisions and occasionally for fraud prevention or debt tracing. Credit searched and other information which is provided about me and those with whom I am linked financially and have associated records with may be used by Contempo Property and other companies if creditor's decisions are made about me or any other member of my household. I give my permission to take up all necessary referenced and these may be shown to a landlord and or agent.

I confirm that the information supplied is to the best of my knowledge and believe is true.

Signature of Applicant _____

Date _____



CHECKLIST

Important Documents required – Tenancies will not be produced without the following ID Page 5

To complete an application the following documents must be provided to Contempo Property:

EMPLOYED

One of the following (Passport or Full UK driving licence (PHOTOGRAPHIC))
Last 3 payslips or last three months bank statements showing wages
Proof of address dated within the last three months (Utility bill/bank statement/council tax bill
NOT a mobile phone bill)

IF YOU ARE ON BENEFITS

One of the following (Passport or Full UK driving licence (PHOTOGRAPHIC))
Proof of address dated within the last three months (Utility bill/bank statement/council tax bill
NOT a mobile phone bill)
Proof of ALL benefits

SELF EMPLOYED

One of the following (Passport or Full UK driving licence (PHOTOGRAPHIC))
Proof of address dated within the last three months (Utility bill/bank statement/council tax bill
NOT a mobile phone bill)
3 years of accounts

OVERSEAS APPLICANTS

One of the following (Passport or Full UK driving licence (PHOTOGRAPHIC))
Last 3 payslips or last three months bank statements showing wages
Proof of address dated within the last three months (Utility bill/bank statement/council tax bill
NOT a mobile phone bill)
Home Office Letter
Paper National Insurance Number

UK STUDENTS

One of the following (Passport or Full UK driving licence (PHOTOGRAPHIC))
Last 3 payslips or last three months bank statements showing wages
Proof of all income including student loan and employment
Proof of address dated within the last three months (Utility bill/bank statement/council tax bill
NOT a mobile phone bill)
**** A GUARANTOR MAY BE REQUIRED****