



DOUGLAS DICKSON
PROPERTY MANAGEMENT LIMITED

Douglas Dickson Property Management Ltd
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Tenancy Application Form

Every adult (over 16 years of age) 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. 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	
Status at previous address	Owner / tenant / other _____
If tenant, provide landlord name, address, phone number and email address	
Length of time at this address	
Please provide address history for past 2 years. Continue on a separate sheet of paper if required.	

Property application details	
Address of property applied for	
Monthly rent	
Proposed entry date	
How long do you plan to rent this property for?	Less than 6 months <input type="checkbox"/> 6-12 months <input type="checkbox"/> 1-2 years <input type="checkbox"/> 2+ years <input type="checkbox"/>
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	
Employment details	
(if self-employed give accountant details, if retired give pension administrator details, if a student give university/course details)	
Job title	
Company name	
Company address	
Name of referee	
Telephone number	
Email	
Position held	
Annual income	
Length of service	
Contract type	Full time / part time / contract (contract length _____)
Non employment income	
Give details of any other income e.g. state benefits:	

Next of kin/emergency contact

Name	
Relationship	
Address	
Telephone number	
Email	

Declaration

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 reference check procedure (outlined overleaf) being carried out and I will provide the paperwork required in the procedure within 3 days. The agent will handle all information provided sensitively and in accordance with legal requirements including the Data Protection Act 1998 and the General Data Protection Regulation (Regulation (EU) 2016/679). A copy of our Privacy Policy and Fair Processing Notice is available on our website. 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.

Date	Signature
Print name	

Referencing Guide

All adults who intend to occupy the property are required to complete an application form and provide referencing paperwork.

We will require a £200 initial deposit to be paid upon submission of the application form, with the balance of the deposit due once we confirm your application has been successful. The initial deposit of £200 is only refundable if your application is unsuccessful.

Referencing paperwork must be supplied within 3 days of the application form being completed. We will re-advertise the property should the paperwork fail to be supplied in a timely manner.

Applicants are required to provide:

- photographic ID (passport or driving licence)
- proof of their current address (utility bill, bank statement or driving licence)
- proof of income (payslip, employment contract)

We may also request the following documents at our discretion:

- recent landlord/letting agent reference stating tenancy dates, monthly rent due, details of any arrears, a statement on the condition of the property during or at the end of the tenancy and a statement on whether there were any breaches of the tenancy agreement;
- employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income;
- evidence of any state benefit entitlement;
- last 3 months of current account bank statements;
- letter from university confirming student status;
- (for students funded/paid by an organisation or government) evidence of paid income or funding for living expenses;
- (for applicants from outside the EU) their UK visa.

We require applicants to have an income of 2.5 times the annual rent. If an applicant does not meet the income criteria we will require them to provide a UK based guarantor or pay 6 months' rent upfront.

Guarantors are required to earn 3 times the annual rent. Guarantors are required to provide:

- photographic ID (passport or driving licence);
- proof of their current address (utility bill, bank statement or driving licence);
- employer/pension provider/accountant reference on headed paper stating job title, contract length and annual income;
- evidence of any state benefit entitlement.

Guarantors will also be required to sign a contract in which they commit to cover any outstanding amounts due from the tenant under the terms of the tenancy agreement.

We will take all reasonable steps to confirm the identity of applicants and guarantors and to verify references. We will provide the landlord with a copy of all application and referencing paperwork and seek their approval to proceed with the tenancy.