

# Individual Application Form

Borders Letting & Management services (3977)

Tel: 01896 800701

**PREFERRED DATE OF ENTRY:**

**Property Rental Address:**

**Individuals Details**

*To avoid unnecessary delay, please print and complete in full in a dark colour.*

Total Monthly Rent: £ \_\_\_\_\_ Tenancy Term: \_\_\_\_\_ Months

If a joint tenancy, please state the applicant's share: £ \_\_\_\_\_ PCM

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Is the individual a prospective Tenant or Guarantor\* (please tick)

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\*If a guarantor or further applicant, please provide the MARAS reference number  
MARAS reference number: \_\_\_\_\_

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\*If a guarantor, please also provide the applicant(s) they are acting for  
Names of applicants: \_\_\_\_\_

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*Individuals Full Name:* \_\_\_\_\_

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*Date of Birth:* \_\_\_\_\_ *Married* *Single* *Separated* *Divorced* *Widowed*

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*Current Address* \_\_\_\_\_

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\_\_\_\_\_ *Post Code:* \_\_\_\_\_

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*Period at address:* \_\_\_\_\_ *Tel* \_\_\_\_\_ *Mobile:* \_\_\_\_\_

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*Home E-mail:* \_\_\_\_\_ *Work E-mail:* \_\_\_\_\_

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*Owner* *Council Tenant* *Private Tenant* *With Parents* *other (please advise)*

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*Reason for departure* \_\_\_\_\_

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*Have you any adverse credit history? (Yes/No):* \_\_\_\_\_ *If yes, please detail on a separate sheet*

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**Estate/Letting Agent, Solicitor or Landlord regarding where you are now living**

*Company or Landlord name:* \_\_\_\_\_

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*Address:* \_\_\_\_\_ *Post Code:* \_\_\_\_\_

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*Tel: (day)* \_\_\_\_\_ *(eve)* \_\_\_\_\_

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**Where have you been living during the last three years?**

***Please provide previous addresses and dates of occupation, attaching a separate sheet if necessary***

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*Address:* \_\_\_\_\_ *Period at address* \_\_\_\_\_

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*Employed* *Self Employed* *On Contract* *Temporary* *Retired* *Unemployed* *Student*

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*Company/Agency name:* \_\_\_\_\_

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*Address* \_\_\_\_\_ *Post Code:* \_\_\_\_\_

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*Gross salary/pension per annum £* \_\_\_\_\_ *Position held* \_\_\_\_\_

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*Commencement date:* \_\_\_\_\_ *Payroll, Service or Pension number* \_\_\_\_\_

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**Current Income Details**

*Tel:* \_\_\_\_\_ *Fax:* \_\_\_\_\_

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*Is this permanent? (Yes/No)* \_\_\_\_\_ *Full time* \_\_\_\_\_ *Part time* \_\_\_\_\_

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*Is your employment to change in the near future? Yes No if yes, please provide details.* \_\_\_\_\_

Previous Employment  
Details

*Where have you been working during the past three years? Please provide details of previous employers, along with commencement and departure dates, attaching a separate sheet if necessary*

*Company Name:* \_\_\_\_\_

*Address* \_\_\_\_\_

*Post Code:* \_\_\_\_\_

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

*Commencement date:* \_\_\_\_\_

*Departure date:* \_\_\_\_\_

Accountant / Auditor  
details if self  
employed / retired  
Please authorise your  
accountant/auditor to provide a  
reference.

*Practice name:* \_\_\_\_\_

*Contact:* \_\_\_\_\_

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

*Post Code:* \_\_\_\_\_

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

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

Bank/Building Society  
current account only

*Bank/Building Society Name:* \_\_\_\_\_

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

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

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

*Account Number:* \_\_\_\_\_

*Sort Code:* \_\_\_\_\_

Personal Reference

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

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

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

*Relationship:* \_\_\_\_\_

Next of Kin excluding  
spouse

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

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

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

*Relationship:* \_\_\_\_\_

Additional occupants &  
general information

*Please list the names of all prospective tenants over 18 years of age to reside at the address*

*Ages of Children* \_\_\_\_\_

*Smokers/non Smokers* \_\_\_\_\_

*Nationality* \_\_\_\_\_

*List any Pets* \_\_\_\_\_

Declaration  
Once the application form has  
been fully completed, please  
submit to **BLMS**

I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. DATA PROTECTION ACT: information provided by you on this form may be verified and held by Managing Agents Reference Assistance Services Limited in its computer records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. MARAS may search the file of a credit reference agency. Any information obtained/compiled by Managing Agents Reference Assistance Services Limited may be passed on to Agents and Landlords.

Applicants/Guarantors Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE NOTE:**

After viewing, if you wish to apply for a tenancy at the property, you are required to provide a full credit reference check.

You can instruct your own, or if you would prefer, you can instruct our preferred Credit Referencing Agency by completing this application form and paying a referencing fee of £25 per form.

Each person aged 18 or over, who will be living in the property, must complete a separate application form.

No tenancy can be offered without a satisfactory full credit report being provided (or the full 6 months rent plus the security deposit being paid in advance).

BLMS  
1 Lady Moss  
Galashiels  
TD1 3SB

Tel: 01896 800701

