



209 – 211 Bruntsfield Place  
 Edinburgh EH10 4DH  
 0131 447 9911

1 South Mount Street  
 Aberdeen AB25 2TN  
 01224 641010

admin@trinityfactors.co.uk  
[www.trinityfactors.co.uk](http://www.trinityfactors.co.uk)

**PLEASE COMPLETE THIS FORM IN FULL**

<b>Rental Property</b>	
Address	
Rent	
Proposed date of entry	
Proposed length of lease	
Total number of adults	

<b>Personal Details</b>	
Name	
Title (delete as appropriate)	Mr / Mrs / Ms /Dr / Prof
Telephone number	
Email address	
Date of birth	
Address details	
Number of years at address	
National insurance number	
Passport number	
Current living situation	Renting / Home owner / Living with family or friends / other
Current landlord / agent	
Contact details for landlord / agent	

<b>Employment Details</b>	
Job title	
Company / University	
Salary	
Length of service	
Contract Type	Full time / part time / contract : length of contract _____
Name of referee	
Email address	
Telephone number	
Source of funding	Employment / Guarantor / Rent in advance

<b>Other Occupants</b>	
Do you have any children?	
If Yes - number of children	
Please provide the dates of birth for your children	

<b>Additional Information</b>	
Are any of the occupants smokers?	Yes / No
Do you have any pets?	Yes / No
If yes, please provide details	

<b>Emergency contact</b>	
Name	
Title (delete as appropriate)	Mr / Mrs / Ms / Dr/ Prof
Contact telephone number	
Email address	
Home address	
Relationship to tenant	

Guarantor (If Applicable)	
Name	
Title (delete as appropriate)	Mr / Mrs / Ms / Dr / Prof
Phone number	
Email address	
Home address	
Job title	
Company/University	
Salary	
Name of referee	
Email address	
Telephone number	

**DECLARATION**

I confirm that the information provided above is true and accurate and I authorise the landlord and or Trinity Factors ("the Agent") 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 agree that if I default on my tenancy obligations, all reference information held by the Agent may be released to authorised debt recovery agencies. 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). 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.

**Communication**

I agree to the email address above being used as my preferred method of communication during the lease.

**Reserve Property**

A deposit of 50% of the first months rent is required to reserve the rental property while reference checks are carried out. If you decide not to proceed with the tenancy or if your references are unsatisfactory the deposit will not be refunded.

I understand that completing this application form does not commit the landlord or applicant to a tenancy.

I accept and agree to the terms and conditions above.

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