

APPLICATION FOR A RENTAL PROPERTY

DATE			
SUBJECT PROPERTY			
AGREED RENTAL	£ _____ P.C.M.	NUMBER OF TENANTS	
LEASE START DATE			
TERM OF LEASE			

TENANT DETAILS

FULL NAME			
HOME ADDRESS INC POST CODE			
CONTACT NOS.	H	M	W
EMAIL ADDRESS			
NATIONAL INSURANCE NO		D.O.B.	

EMPLOYMENT / UNIVERSITY DETAILS

FULL TIME EDUCATION ?	TICK	FULL TIME EMPLOYMENT ?	TICK
PLEASE GIVE FULL DETAILS?			
EMPLOYER NAME, ADDRESS & TEL NO.			
POSITION		SALARY	

DETAILS OF CURRENT/ PREVIOUS LANDLORD OR MANAGING AGENT

NAME		CONTACT NUMBER	
ADDRESS			
ADDRESS OF RENTAL PROPERTY			
DATE AND DURATION OF TENANCY WITH THIS LANDLORD			

GUARANTOR DETAILS

GUARANTOR NAME		
GUARANTORS ADDRESS		
GUARANTORS TEL NO		
RELATIONSHIP TO APPLICANT		
OCCUPATION		
EMPLOYER		
EMPLOYERS TEL NO		
HOMEOWNER	YES	NO
HOW LONG HAS GUARANTOR LIVED AT PRESENT ADDRESS		

I confirm that the information I have given is correct, I agree to references being requested from the referees stated.

SIGNATURE _____ PRINT _____

DATE _____

When a deposit has been paid on a property, you will have 5 days to fully complete your application form, after which time a fee of £30.00 will be charged for late application forms received.

TENANCY CHECKLIST – ALL PROSPECTIVE TENANTS MUST PROVIDE THE FOLLOWING

- 1. Application Form completed in full.**
- 2. Signed and completed guarantor form. A Guarantor can only be a Northern Ireland homeowner.**
- 3. Copy of photographic I.D. eg drivers licence or passport.**
- 4. Copy of student card (if applicable).**
- 5. Proof of employment eg current payslip.**
- 6. A copy of a bank statement.**
- 7. One months rent in advance and one months rent as security deposit to be paid prior to signing of contract and keys hand over.**
- 8. A £20 application fee per tenant – (non- refundable)**

The security deposit shall be retained by the landlord/ agent as security of performance of the tenants obligations. This deposit shall be repayable to the tenant only after the end of the tenancy and then without interest and after deduction of any sums required to compensate the landlord whether wholly or in part for any breach of obligation on the tenants part. The security deposit cannot be used as payment of last months rent.

Holding deposits will hold a property for 5 days and are non returnable if the tenancy is not taken up. Holding deposits will not be refunded if you change your mind.