**TENANCY APPLICATION FORM *SUBJECT TO CONTRACT***

**Date Of Application: \_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_**

**Address Of Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Applicant/s** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Birth: \_\_\_\_\_\_\_\_\_\_\_**

**Present Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Post Code** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel Home**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank / Branch Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Means To Pay Ren**t: Bank Transfer / Standing Order / Housing Benefit

(*Delete* *As Appropriate*) **\*\*\*** Please Note We Can **Not** Accept Cash Or Card Payments **\*\*\***

**DHSS:** Yes / No **Occupation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length Of Service: \_\_\_\_\_\_\_\_\_\_\_**

**DETAILS OF THOSE LIVING IN THE PROPERTY** (Please advise if you will have any pets whilst in tenancy)

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **RELATIONSHIP TO TENANT** | **AGE** | **SMOKER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Continue On Reverse To Provide Further Details If Necessary***

**Have You Rented In The Past?** Yes / No (If *Yes*, Provide Details Below)

Landlord/Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period Of Tenancy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Length of Tenancy from**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **to** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALL LETTINGS REQUIRE A GUARANTOR. THE FOLLOWING SIGNATURE AND DETAILS

ARE AUTHORISATION FOR THE AGENT TO REQUEST A CREDIT REFERENCE

**GUARANTOR MUST BE A HOMEOWNER IN NORTHERN IRELAND**

**\*\*PROOF OF HOMEOWNERSHIP IS MANDATORY IN THE FORM OF A MORTGAGE STATEMENT\*\***

**GUARANTOR AGREES TO COMPLETE A GUARANTEE FORM AND SIGN THE TENANCY AGREEMENT**

**Guarantor Name:** Mr / Miss / Mrs / Ms / Dr / Rev / Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Relationship to Tenant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel Home** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Work** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed By Tenant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Guarantor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A formal reference on letterhead must accompany this application. References can be supplied by previous/current landlord or letting agent, employer, bank manager, accountant or similar. Successful tenant and guarantor must provide copies of photographic ID. Successful tenant will also be required to pay a Deposit Protection fee of £25 + VAT. Where necessary a credit reference will be carried out on guarantor and/or tenant, costing £25 + VAT per credit check, which is non-refundable. A copy of the tenancy agreement can be viewed prior to handover upon request. Energy Performance Certificates are also available upon request.

**APPLICATION CHECKLIST OVERLEAF**

**TENANT APPLICATION CHECKLIST**

|  |
| --- |
| Completed Application form |
| Three months payslips from each applicant |
| A bank statement per applicant from within last three months (or joint account bank statement) |
| Reference from current landlord/agent (per applicant or joint reference, if applicable) |
| Employer reference from each applicant |
| Photographic ID from each applicant (original must be supplied) |