



McALLISTER
ESTATE AGENTS

TENANCY APPLICATION

(Please complete and return to McAllister Estate Agents)

SECTION 1. - PROPERTY DETAILS

Address: _____

Postcode: _____
Tenacy term: _____
Proposed move in date: (DD/MM/YY) _____
Monthly rental: £ Applicant rental share: £
Number of applicants: _____
Do you smoke? Yes No
Do you have pets? Yes No
If yes please specify: _____

Agent notes:

SECTION 2. - TENANT'S PERSONAL DETAILS:

Title: _____ First name: _____ Middle name(s): _____ Surname: _____
Date of birth: (DD/MM/YY) _____ Marital status: _____ Nationality: _____
NI Number: _____ Phone number: _____ Email: _____
Have you ever been know by another name?: Y/N If yes, please confirm here: _____

PLEASE PROVIDE LAST 3-YEARS ADDRESS HISTORY:

Current Address: _____

Postcode: _____

Time at this address: Years: _____ Months: _____

Address status: (tick)

Owner: ☐

Rented: ☐

Living with Parents: ☐

Other: _____

Previous Address 1: _____

Postcode: _____

Time at this address: Years: _____ Months: _____

Address status: (tick)

Owner: ☐

Rented: ☐

Living with Parents: ☐

Other: _____

Previous Address 2: _____

Postcode: _____

Time at this address: Years: _____ Months: _____

Address status: (tick)

Owner: ☐

Rented: ☐

Living with Parents: ☐

Other: _____

Previous Address 3: _____

Postcode: _____

Time at this address: Years: _____ Months: _____

Address status: (tick)

Owner: ☐

Rented: ☐

Living with Parents: ☐

Other: _____

Landlord/ Letting Agent Details:

Landlord/Letting Agent Name: _____

Address: _____

Postcode: _____

Phone number: _____

Mobile: _____ Email: _____

Landlord/ Letting Agent Details:

Landlord/Letting Agent Name: _____

Address: _____

Postcode: _____

Phone number: _____

Mobile: _____ Email: _____

Landlord/ Letting Agent Details:

Landlord/Letting Agent Name: _____

Address: _____

Postcode: _____

Phone number: _____

Mobile: _____ Email: _____

Landlord/ Letting Agent Details:

Landlord/Letting Agent Name: _____

Address: _____

Postcode: _____

Phone number: _____

Mobile: _____ Email: _____



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SECTION 3. - TENANT CREDIT INFORMATION:

ADVERSE CREDIT: It is imperative that you declare any adverse credit, whether it is satisfied or unsatisfied. Failure to do so could have a detrimental affect on your application.

Do you have any undischarged bankruptcy?: (tick) Yes ☐ No ☐ If yes, please confirm details here: _____

Have you ever applied for an I.V.A?: (tick) Yes ☐ No ☐ If yes, please confirm details here: _____

Have you ever previously rented a property?: (tick)	Yes ☐	No ☐
Have you ever been in arrears with your rental payments?: (tick)	Yes ☐	No ☐
Have you ever been named on a mortgage?: (tick)	Yes ☐	No ☐
Have you ever been in arrears with your mortgage payments?: (tick)	Yes ☐	No ☐
Have you got or have had any CCJ's?: (tick)	Yes ☐	No ☐

If yes, please confirm details here: _____

SECTION 4. - TENANT EMPLOYMENT DETAILS:

Current Employment status: (tick one)

Employed (FT) ☐	Employed (PT) ☐	Self-Employed ☐	Unemployed ☐	Student ☐
Agency Worker ☐	Temporary Worker ☐	Zero Hours ☐	Independent Means ☐	Retired ☐

NOTE: If you are Self-Employed, A Director of your own company, Retired or of Independent Means, go to Section 5.

Name of Company: _____ Position: _____

If Company Director, Company Number: _____ Full Time: ☐ Part Time: ☐

Salary: _____ Start date: (DD/MM/YY) _____

Address: _____

_____ Postcode: _____

Reference contact name and position: _____

Phone number: _____ Email: _____

Is your position going to change in the near future: (tick) Yes ☐ No ☐ If yes, give details below:

Details of previous employer (if less than 6 months).

Name of Company: _____ Position: _____

If Company Director, Company Number: _____ Full Time: ☐ Part Time: ☐

Salary: _____ Start date: (DD/MM/YY) _____

Address: _____

_____ Postcode: _____

Reference contact name and position: _____

Phone number: _____ Email: _____



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OTHER SOURCES OF INCOME:

If you have other sources of income then please state them below. Additional income proof will be required.

Overtime:		Shift Allowance:		Bonus:	
Car Allowance:		Employment Support Allowance:			
Tax Credits:		Child Maintenance:		Child Benefit:	
Disability Benefit:		Housing Benefit:			
Guardian Allowance:		Fosterers Allowance:		Carers Allowance:	
Additional Income 1:		Description/details:			
Additional Income 2:		Description/details:			

SECTION 5. - SELF-EMPLOYED, DIRECTOR, INDEPENDENT MEANS OR RETIRED:

Self-Employed/ Director

Are you a Company Director: (tick one) Yes ☐ No ☐

Annual Income: Salary

Start date: (DD/MM/YY)

Dividend

Have you got proof of income/funds? Yes ☐ No ☐

Will accountants be verifying income? Yes ☐ No ☐

Have final accounts been prepared? Yes* ☐ No ☐

If yes, by an accountant or self-assessment?

Independent Means

Have you got proof of income/funds? Yes ☐ No ☐

Will accountants be verifying income? Yes ☐ No ☐

Retired

Have you got proof of pension? Yes ☐ No ☐

Pension provider:

Pension amount:

Pension number:

SECTION 6. - OTHER OCCUPANTS:

Everyone living in the property regardless of age must be listed below:

Name	DOB	Age	Relationship to Applicant
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Will the deposit be paid by anyone other than the tenant? : (tick) Yes ☐ No ☐ If yes, please confirm details below:

Full Name:

Address:

Postcode:

Contact Number: Email:

(continued overleaf)



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EMERGENCY CONTACT:

This must be a UK resident who is not a cohabiting tenant and detailed below:

Next of Kin: _____ Relationship to Tenant: _____

Address: _____

Postcode: _____

Contact Number: _____ Email: _____

SECTION 7. - BANK DETAILS:

Name of Bank/Building Society: _____

Address: _____

Postcode: _____

SECTION 8. - INSURANCE:

You may be liable for any loss or damage you may cause to the Landlords contents. We can arrange this insurance for you.

Would you like a quotation? Yes ☐ No ☐

HOW TO PROCEED WITH YOUR APPLICATION:

Step 1

Complete and sign the tenancy application form and return it to McAllister Estate Agents along with your reservation and admin fee (if applicable). Please also provide photographic identification of who you are (i.e. passport or driving license)

Step 2

Assuming your application has been accepted, you will need to pay the balance due either in cash, bank transfer or cheque when you move into the property. If you wish to pay by cheque, then you must pay it at least one week before you are due to move into the property. Please make all cheques payable to McAllister Estate Agents. Deposit may vary depending on your credit history and personal circumstances.

NOTES

I understand that some or all of a holding deposit may not be returned to me should I not wish to proceed with this application after submission but understand that it will be returned to me should McAllister Estate Agents not accept me as a tenant unless I have given false information or failed to disclose any material fact or where applicable, my guarantor has given false information or failed to disclose any material fact. For the avoidance of doubt, a material fact is anything that would influence the landlords decision as to whether to rent the property to me.

If you pay an admin fee and subsequently withdraw your application or do not satisfy the referencing requirements, then your application fee will not be returned. The property may continue to be marketed following the submission of my application.

Declaration

I understand that providing false information may lead to a tenancy being refused or early termination of any subsequent tenancy agreement. McAllister Estate Agents may use a third-party referencing agent. If so, you agree to being contacted by that agency. McAllister Estate Agents will make you aware of that company is used. McAllister Estate Agents or their selected third-party referencing agents will hold your data securely and only use it with regard to the referencing for this tenancy application and future tenancy.

I have read and agree to be bound by the terms above:

Signed: _____ Print: _____

Dated: / /

General Data Protection Regulations

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties for so long as may be reasonably required for our legitimate purpose. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings (e.g. landlords (where applicable), utility and service providers or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic area. Our privacy policy can be found on our website.

How did you hear about us? _____