

## Accompanying Notes

1. This is an application form, not a tenancy agreement with you. This application form will be considered by the landlord and you be advised of the decision as soon as possible.
2. Should your application be declined, we are not liable to explain why.
3. Complete the application form in full. We will need at least one guarantor, who has no financial links to you but can be related and should be in full time employment, own their own home and be a resident in Northern Ireland.
4. The minimum tenancy will be six months.
5. Where an application is made for a tenancy with or without Housing Benefit, the rent will be collected by Standing order, monthly in advance.
6. Where an application has been made, we require a minimum of 2 references. These references must be from either an employer or a previous landlord / letting agent preferably letting agent. **(Relatives cannot be used as a reference)**
7. We offer tenants insurance for your belongings. Please ask for a free quotation with no obligation.
8. References must be contactable during office hours
9. If references cannot be contacted – we will go to the next application
10. Any additional furniture required must be noted at back of form under “ Any Requirements”.
11. If accepted for property – tenant & guarantor must be available during office hours for signing and 1 month’s rent to be paid together with the Deposit upon signing for property
12. We will CONTACT YOU as soon as we have further information

## Tenancy Application Form

### About You

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Telephone Numbers:  
(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E – Mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Your National Insurance Number: \_\_\_\_\_

Are you currently renting? (Y / N)      Are you a home owner? (Y / N) (please tick as appropriate)

Are you currently in receipt of help with rent either housing or universal credit? \_\_\_\_\_

Are you a Smoker ? ( Y/N) )      Do you have any pets? Please specify \_\_\_\_\_

Reason for leaving current property: \_\_\_\_\_

### Your Family

How many dependants have you? \_\_\_\_\_ Who will be living with you? \_\_\_\_\_  
(please advise of age)

### Your Employment

Are you currently working? (Y / N) (please tick as appropriate) If Yes, where do you work? \_\_\_\_\_

What is the address? \_\_\_\_\_

How long have you worked there? \_\_\_\_\_ What is your job title? \_\_\_\_\_

What is your NET monthly salary? \_\_\_\_\_

### Your Bank Details

Name(s) on Account: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

Address of Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_\_

**Your Referees** (please provide details of at least two people, not related, who we can contact for referral information, it must be an employer or your current landlord / letting agent)

#### **Referee 1**

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

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

Telephone number: H \_\_\_\_\_ M \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Referee 2**

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

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

Telephone number: H \_\_\_\_\_ M \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Your Guarantor** (all our tenancies are guaranteed by a third party. They must be willing to sign the Tenancy Agreement. This is NOT the same as a reference although the same person will be allowed, subject to certain conditions)

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

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

Telephone number: H \_\_\_\_\_ M \_\_\_\_\_

National Insurance Number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you own or rent your property? Own ( ) Rent ( ) (please tick as appropriate)

Relationship to you: \_\_\_\_\_

**Your Guarantors Employment**

Are you currently working? (Y / N) (please tick as appropriate) If Yes, where do you work? \_\_\_\_\_

What is the address? \_\_\_\_\_

Telephone number: \_\_\_\_\_ How long have you worked there? \_\_\_\_\_

What is your job title? \_\_\_\_\_

**Property you are applying for**

Address: \_\_\_\_\_ How long do you wish the tenancy to last? \_\_\_\_\_

When do you wish the Tenancy to start? \_\_\_\_\_

**Consent**

I hereby give my consent to references being obtained and consent that the information obtained may be shared with the landlord.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Any Requirements:**

(eg. Furniture required etc.)