



REFERENCING GUIDELINES & CHECK LIST

The completed application form(s) and supporting documents should be returned to our office:

BY Post: 16-18 Belmont Road, Belfast, BT4 2AN

By Email: gary@karlbennett.com

The referencing process can take up to **3-5 business days**. Please ensure the application is completed in full with all the relevant supporting documents. **Please note all our properties are let as seen. Should you require any changes be made to the property please note this in the additional information at the back of the application form.**

Rent - Rent is quoted per calendar month and is payable monthly in advance by standing order. The first month's rent is required upon signing the Tenancy Agreement.

Deposit - A security deposit, equivalent to one month's rent, is payable when an application has been accepted. All property deposits are non-refundable.

The following information must be supplied for both the Applicant and the Guarantor:

All documents listed below are required to progress your application. Your application may be declined if you do not supply the relevant information listed below.

Along with the Application Form please supply the following:

- Valid photographic ID
- Valid proof of residency (utility bill, bank statement, valid tenancy agreement no more than 6 months old)
- Payslip and Bank Statements (Last 3 months' worth) (If self-employed, a letter from your accountant confirming there are funds to cover rent)
- Full Credit Report - Experian or Clearscore

The Guarantor must also provide:

- Complete and sign section 6 and the guarantor deed
- Valid Photographic ID
- Payslip (no more than 3 months old) (If self-employed, a letter from their accountant confirming they are funds to cover rent if necessary)

Guarantor must be a UK Resident in full time employment, or a UK homeowner. If you cannot supply a guarantor, then a double deposit may be required.

Client signature: _____

Date: _____



Tenancy Application Form

Date:

1. Property Details (Address to be let)

Property address

Tenancy period

 months

Tenancy start date No of applicants

Total rent

 £ per

Rent for this applicant

 £ per Month

2. Primary applicant Details (All fields marked** MUST be completed)

Title** First name** Initials Surname**

Date of birth**

 / /

NI Number (or overseas equivalent)

Gross annual salary/income

 £

Current address**

Current address (cont)

Postcode**

Time at address

Occupation**

Contact number**

E-mail address

Address status: Owned/mortgaged

☐

Rented (provide landlord details at Section 5)

☐

Family/friends

☐

Names of additional tenants entering this agreement **

Age (if under 18) Share of rent

Do you have any pets?

Yes* ☐ No ☐

Have you had any County Court Judgments or rent arrears in the past 6 years? Yes* ☐ No ☐

* Details of any Judgments, arrears and/or pets should be included within section (11).

3. Previous Address (If at current less than 6 years*)

Previous address

Previous address (cont)

Postcode

Time at address

3.1 Previous Address (If at current & previous less than 6 years*)

Previous address

Previous address (cont)

Postcode

Time at address

4. Employment / Occupation details (Employed/Self employed)

Employment status (e.g., permanent) Name of organisation

Employment dates

Position held

Contact name

Contact position

Address

Contact telephone number

Contact fax number

Contact E-mail address

5. Current landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

6. Character Referee (Nonrelative known for 3 years+)

Referee name

Relationship (e.g., previous employer)

Time known

Address

Contact number

Fax number or E-mail address

A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE

7. Guarantor

OPTIONAL

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		Postcode
<input type="text"/>		<input type="text"/>
Contact no	Income status (e.g., self/employed,	
<input type="text"/>	<input type="text"/>	
Employment (e.g., self/emp, retired)	Employer's contact name^	Employer's contact no^
<input type="text"/>	<input type="text"/>	<input type="text"/>

We may contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity.
^ Please leave blank if unknown or inapplicable. An accountant or solicitor can be entered if self employed.

8. Banker's Details

Account holder name	Sort code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Banker's address		
<input type="text"/>		

9. Identification Validation (UK Passport, Driver s Licence, Utility Bill)

ID Type (e.g.,	Reference / Account number	Issuer (Utility only e.g.,
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however, it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise Karl Bennett & Co to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signed	Date
<input type="text"/>	<input type="text"/>
	Name
	<input type="text"/>

11. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

Guidance & Information

- ☐ All sections must be completed. This is the minimum amount of information required to assess an application.
- ☐ Validating postcodes before submitting this form will speed up processing times.
- ☐ Please ensure that all names, addresses & numbers are clearly legible.
- ☐ Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- ☐ Unemployed & student applicants must include a Guarantor.
- ☐ All applicants are required to provide details of a suitable Guarantor.
- ☐ The Guarantor provided must be in regular employment, a UK homeowner and agree to a credit & suitability assessment. We will contact the Guarantor to confirm this.
- ☐ The applicant's signed permission **must** be obtained prior to submission of this application.
- ☐ Please ensure that you include a current and accurate telephone or email address for all referees. Failure to do so will delay this application.
- ☐ You should, where possible advise referees that we will be contacting them as this will reduce delays.
- ☐ National Insurance number and monthly rental value sections are optional. Please consult the website to establish whether you wish to include this information for processing.
- ☐ Any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place.

Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us via the following methods.

Karl Bennett & Co
16-18 Belmont Road,
Belfast
BT4 2AN

028 9521 7587

THIS DEED OF GUARANTEE for the tenancy of BETWEEN

Name of Guarantor – _____

AND

Name of Landlord - _____

RECITAL

The landlord has granted a tenancy (short particulars of which are set out in the Tenancy Agreement to the tenant therein named (the Tenant)).

WITNESS

The Guarantor in consideration of the Tenancy Agreement and grant therein contained hereby covenants with and to the landlord that: -

If the Tenant shall make any default at any time during the term of the Tenancy Agreement and any extension of that term, whether evidenced in writing or not, in payment of the rent or in observing or performing any of the covenants or restrictions contained in the Tenancy Agreement the Guarantor will pay the rent and observe and perform the covenants or restrictions in respect of which the Tenant shall be in default;

The Guarantor will at all times hereafter pay and make good to the landlord on demand all losses costs damages and expenses occasioned to the landlord by the non-payment of the said rent or any part thereof of the breach and non- performance of any of the said covenants and conditions on the part of tenant.

That any variation of the Tenancy Agreement or any License granted there under at any neglect or forbearance on the part of the landlord in enforcing or giving time to the Tenant for payment of the said rents or any part thereof or the observance of performance of any to the said covenants and conditions shall not in any way release the Guarantor in the respect of his liability under the covenants on his part herein contained.

References in this Guarantee to the Guarantor shall include the Guarantor named in this Guarantee and his successors and assigns and his executors or administrators.

In **WITNESS** whereof the Guarantor has executed this Deed, of the Tenancy Agreement

Dated this _____ day of _____ 2021.

SIGNATURE OF GUARANTOR: _____

Full Name: _____

Address:

Occupation: _____

Mobile Number: _____ Landline Number: _____

Guarantor ID Provided: YES/ NO

Signature of Witness: _____ Full Name: _____

Address:

