

**ROBERT FERRIS**

*Estate Agents & Valuers*

*Residential & Commercial Sales/Lettings*

# APPLICATION FORM RESIDENTIAL LETTINGS

**ADDRESS OF PROPERTY REQUESTED:** .....

**NAME AND ADDRESS OF APPLICANT**

Mr/Mrs/Miss ..... Surname(s) ..... First Name(s) .....

Date of Birth .....

Current Address

**(PROOF OF ADDRESS REQUIRED I.E. TELEPHONE OR ELECTRIC ACCOUNT)**

Current Telephone Number (landline) ..... (work) .....

(mobile) ..... (email) .....

Number of children? (if any) ..... Ages? .....

Are you married, single, divorced or separated?.....

Smoker? YES/NO (delete as appropriate) Pets? YES/NO Type? .....

Do you have a disability? YES/NO If Yes please state .....

Driving Licence No: ..... Passport No: .....

National Insurance No: .....

Previous evictions? YES/NO If Yes please state .....

Previous convictions? YES/NO If Yes please state .....

Length of Lease Required? .....

Have you ever rented before? YES/NO (delete as appropriate)

**PRESENT OR PREVIOUS TENANCY DETAILS:**

Name and Address of Landlord/Agent

Contact Number .....

Period of tenancy at this address? .....

Rent payable? .....

DHSS? YES/NO

Reason for moving? .....

**EMPLOYMENT DETAILS:**

Name and address of employer

.....

Contact Number: .....

Position Held by you? .....

Date employment Commenced? .....

Full-time or Part-time? ..... Temporary or Permanent? .....

**WE ALSO REQUIRE 2 WRITTEN REFERENCES FROM E.G. PREVIOUS LANDLORD/AGENT, EMPLOYER, SOLICITOR - BEFORE WE CAN CONSIDER THIS APPLICATION. WE WILL NOT ACCEPT A REFERENCE FROM A RELATIVE.**

**BANK DETAILS:**

Name and address of Bank/Building Society:

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Account Name .....

Account Number ..... Sort Code ...../...../.....

**PARENTS/NEXT OF KIN (IN CASE OF EMERGENCY)**

Name(s) .....

Address .....

Contact Number .....

**SECURITY DEPOSIT FOR THE FOLLOWING PROPERTY:**

.....

Received the sum of £ ..... on .....

Signed: .....

*(If paid by Cheque 5 days (excluding weekend) must be allowed for bank clearance (English bank cheques require 7 day). If cheques are returned by bank an additional fee of £20.00 will be due)*

*If you fail to take up the Tenancy of the Property a fee of 50% will be applicable (deducted from the deposit)*

**SECURITY DEPOSIT ONLY REFUNDED AFTER SATISFACTORY INSPECTION**

**NAMES OF OTHER RESIDENTS:**

.....

.....

**FAILURE TO LIST ANY RESIDENTS LIVING IN THIS PROPERTY, WILL AFFECT YOUR TENANCY AGREEMENT**

**DECLARATION AND SIGNATURE**

I declare that to the best of my knowledge and belief the statements made in this application are true and complete and if any of these statements are in the writing of another person, he or she acted as my agent for this purpose. I agree that you may contact my previous landlord and current employer to confirm the details provided.

.....

PRINT YOUR NAME

.....

SIGNATURE

.....

DATE

**NOW RETURN TO: ROBERT FERRIS ESTATE AGENTS, 3 EBRINGTON TERRACE, LIMAVADY ROAD,  
LONDONDERRY, BT47 6JS  
TELEPHONE (028) 7134 2444 - FAX: (028) 7134 3370 - EMAIL: [SALES@ROBERTFERRIS.CO.UK](mailto:SALES@ROBERTFERRIS.CO.UK)**

## **APPLICATION BY GUARANTOR**

**GUARANTOR MUST NOT BE ON HOUSING BENEFIT. IF FORM IS NOT SIGNED IN OUR OFFICE A MEMBER OF STAFF WILL BE IN CONTACT TO CONFIRM ACCEPTANCE OF GUARANTOR.  
GUARANTOR MUST LIVE IN NORTHERN IRELAND.**

**ADDRESS OF PROPERTY BEING LET** .....

Full name & Address of Guarantor *Photographic ID and Proof of Address must be provided.*

.....

Contact No. .... Email: .....

Number of years at address? ..... If less than 3 years please give previous address.

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Home owner Yes/No \* *Please delete as applicable* Date of Birth: .....

Occupation? .....

Name and Address of Employer .....

Number of years with employer ..... If less than 3 years give details of previous employer

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To: Robert Ferris Estate Agents.

In consideration of your agreement to grant a tenancy for the premises known as .....  
to ..... for a period of full term of tenancy from the day of agreement.

I ..... hereby agree to be answerable to you for any and all rent reserved by the tenancy agreement which (the "Tenant") ..... shall be liable to pay to you. I shall also be answerable to you for any other duty under the tenancy agreement for which the tenant shall be liable. The guarantee is a continuing guarantee and security and my liability under it shall not be affected by your giving time or any other indulgence to the Tenant.

.....  
PRINT YOUR NAME

.....  
SIGNATURE

.....  
DATE

# CHECK LIST FOR RENTAL ACCOMODATION

## TENANT

- Completed & Signed Application Form
- 2 Written References (previous landlord/employer etc)
- Photo ID
- Proof of Address (telephone bill/bank statement etc)
- Deposit

## GUARANTOR

- Photo ID
- Proof of Address
- To Complete Guarantor Section of Form
- Sign Lease

## AGENT

The following must be done before tenant moves in:

- Check References
- Ring Guarantor (if they don't come into the office)
- Lease Drafted
- Rent Card
- Rent Sheet Drafted
- Gemini Updated
- Issue Standing Order Mandate
- Inventory Updated with Oil Level, Electric Reading and Alarm Code
- Has an EPC been carried out? Record Reference number on system (24 digit number)
- Contact Derry City Council if property was built before 1945. "Fit for Habitation" App. Mark on Gemini.

The following to be done on the day:

- Lease Signed (Tenant & Guarantor)
- Inventory Signed
- Inventory Checked
- Standing Order
- Electric Signed Over
- My Deposits Scheme Certificate (£10.00 to be paid by tenant)
- Keys Photocopied

Date tenant moving in: ..... Length of Lease: .....

Rent Due: ..... per .....