

Tenancy Application Form

Address of property applied for: _____

House/Apartment - Furnished/Unfurnished

Lease Start Date _____ Rent £ _____ Lease Length _____ Months

TENANT:

Surname: _____

Forename(s): _____

Present Address (as known by your bank): _____

Tel No: (H) _____ (W) _____

(M) _____

D.O.B. _____ NI Number _____

How long have you resided at the above address? _____

(If less than one year, please give previous address) _____

Occupation: _____

Name and Address of Employer: _____

Length of Employment: _____ Work Tel. No.: _____

Previous Landlord/Agent (if applicable) _____

Present/previous rent _____ per month (if applicable)

Telephone No. _____ Email address: _____

Number of people to use accommodation: _____ Are you a smoker Yes No

Relationship to Applicant: _____ Do you have pets Yes No

State age of children (if applicable) _____ Have you any CCJ or rent arrears in the past 6 years Yes No



Guarantors

Guarantors

Guarantors are people who will be liable to make rental payments on your behalf should your circumstances change and you are unable to meet rental payments yourself.

All information in the guarantor's declaration must be filled in and signed personally by the named guarantor and photographic identification submitted, if not then the application will be void. Please think carefully before choosing who you wish to act as a guarantor.

Guarantors Declaration

I am willing to act as guarantor on the behalf of the named applicant/s and understand that in doing so I will be liable to make rental payments on their behalf should they be unable to do so themselves.

Guarantor (1)

Full name: _____

Address: _____

Home Tel. No.: _____

Work Tel. No.: _____

Mob. Tel. No.: _____

Occupation: _____

Relationship to tenant _____

Employer's Address _____

Signature: Guarantor (1)

Guarantor (2)

Full name: _____

Address: _____

Home Tel. No.: _____

Work Tel. No.: _____

Mob. Tel. No.: _____

Occupation: _____

Relationship to tenant _____

Employer's Address _____

Signature: Guarantor (2)

Applicants Signature: _____ **Date:** _____

Note: There will be a credit reference carried out on each proposed tenant before lease is agreed. One months rent in advance is required, together with one months rent (deposit) to be held as a security deposit, refundable on satisfactory vacation of the apartment/house.

All successful applicants must pay a fee of £30 to carry out a credit check.

Current Landlord or Agent

Name: _____

Address: _____

Contact Number: _____ Email: _____



Tenants Obligations

We draw your attention to recent changes in Letting Legislation under the Private Tenancies (NI) Order 2006.

A Brief Summary of the Tenants Obligations:

1. Take proper care of the dwelling.
2. Make good any damage to the dwelling caused by the tenants or members of their household.
3. Keep the interior in reasonable and decorative order.
4. Get permission from the landlord before carrying out any alternations to the property.
5. Abide by the terms and conditions of the lease.
6. Photographic Identification will be required in the form of Passport or Driving License.

For Office Use

Check List	Date & Time	Signed by Member of Staff
Approved by Landlord		
Guarantors contacted & Approved		
Photo ID received		
Standing Order Form filled in		
Inventory Reading		
Lease Signed		
Check List Complete		

