



## **TENANCY APPLICATION FORM**

**PLEASE NOTE:** As part of your application, we require the following before proceeding with a viewing:

1. **TWO** formal written references on letter headed paper.  
If currently renting then a landlord's reference is required.  
Recommended referees should include a landlord reference, employer's reference or a character reference.  
Family and friends will not be acceptable as referees.
2. We also require photographic Identification and proof of address such as a utility bill or bank statement. These documents must be provided prior to viewing any of our rental properties. You can drop these into our office at 52 Garden Street Magherafelt BT45 5DD or alternatively, these can be emailed to [helen@paulbirt.co.uk](mailto:helen@paulbirt.co.uk).

**PLEASE NOTE: IF THE ABOVE IS NOT PROVIDED IN FULL THEN YOUR APPLICATION WILL NOT BE CONSIDERED. VIEWINGS WILL NOT TAKE PLACE UNTIL FULL APPLICATION IS RECEIVED.**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** Please ensure you have submitted the below in order to be considered:

Completed Application Form

Two Formal Written References on Letter Headed Paper

Photographic ID

Proof of Address

**TENANCY APPLICATION FORM**

**1. TENANCY DETAILS**

Property For which you are applying: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Rental Period: \_\_\_\_\_

**2. PERSONAL DETAILS**

Name: (Proof of ID provided)

\_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Current Address: (Proof of address provided)

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

Postcode: \_\_\_\_\_

Length of time at Current Address: (if renting) \_\_\_\_\_

How many persons will be living in this property? \_\_\_\_\_

Please provide details:

Title	Forename	Surname	Date of Birth	Gender	Relationship to you

**3. LANDLORD DETAILS – If currently renting this must be completed**

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

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

Landlord's Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_  
Current Rent Payable: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

#### 4. EMPLOYMENT DETAILS

##### Applicant:

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

Position Held: \_\_\_\_\_

Full/Part Time/Temporary/ Self Employed: \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

Salary Range: £7,000 - £10,000  £10,000-£20,000   
£20,000-£30,000  £30,000 +

##### Partner:

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

Position Held: \_\_\_\_\_

Full/Part Time/Temporary/ Self Employed: \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

Salary Range: £7,000 - £10,000  £10,000-£20,000   
£20,000-£30,000  £30,000 +

#### 5. OTHER INCOME

**Do you receive any of the following? Please tick all that applies.**

Housing Benefit  Retirement/ Pension  Disability Allowance

Unemployment Benefit  Sickness Benefit  Income Support

## 6. REFEREES

**Details of the two people who you will be providing references from:**

(1) Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Occupation: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Occupation: \_\_\_\_\_

## 7. OTHER DETAILS

**Do you have any pets? Please detail below**

\_\_\_\_\_

**Smoker or Non-Smoker?**

\_\_\_\_\_

**Please provide reason for move:**

\_\_\_\_\_

\_\_\_\_\_

**Have you or anyone residing in the property, ever been convicted, cautioned or charged with any criminal offence other than motor offences?**

\_\_\_\_\_

\_\_\_\_\_

**Please include any other comments that you feel will help your application:**

\_\_\_\_\_

\_\_\_\_\_

