



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.

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 | <input type="checkbox"/> |
| Two Formal Written References on Letter Headed Paper | <input type="checkbox"/> |
| Photographic ID | <input type="checkbox"/> |
| Proof of Address | <input type="checkbox"/> |

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:
