

## APPLICATION FORM - FOR RENTED ACCOMMODATION

Subject to Contract  
Subject to Receipt of Suitable References  
Subject to Agreement

**IMPORTANT NOTE:** If this is to be a joint tenancy by two people the full information is required on each person. The required information on each person should be shown under (A) and (B) below. Without full information we cannot consider your application. The information you provide us in this application form will be stored securely until the property has been let or removed from letting. This form and all contents supplied to us with it will be disposed of by shredding at that point.

**1. Address of accommodation you wish to rent:**

\_\_\_\_\_

**2. Applicant Name(s):**

(A) Mr/Mrs/Miss \_\_\_\_\_ (FULL NAME)

(B) Mr/Mrs/Miss \_\_\_\_\_ (FULL NAME)

**3. Date of Birth:**

(A) \_\_\_\_\_ (B) \_\_\_\_\_

**4. Your present address:**

(A) \_\_\_\_\_

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

Period at address: \_\_\_\_\_ years \_\_\_\_\_ months

**Living status:** Rented Own Home Living with parents

Other: \_\_\_\_\_

(B) \_\_\_\_\_

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

Period at address: \_\_\_\_\_ years \_\_\_\_\_ months

**Living status:** Rented Own Home Living with parents

Other: \_\_\_\_\_

**5. Contact Telephone Number:**

(A) Work \_\_\_\_\_ Home \_\_\_\_\_ (B) Work \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_ Mobile \_\_\_\_\_

**Email:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**6. (A) Current Estate Agent/Landlord/Managing Agent**

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

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

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Current monthly rent: \_\_\_\_\_

**(B) Current Estate Agent/Landlord/Managing Agent**

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

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

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Current monthly rent: \_\_\_\_\_

**6a. Previous Address:**

(A) \_\_\_\_\_

Period at address: \_\_\_\_\_ years \_\_\_\_\_ months

(B) \_\_\_\_\_

Period at address: \_\_\_\_\_ years \_\_\_\_\_ months

**7. Nationality:**

(A) \_\_\_\_\_

(B) \_\_\_\_\_

**8. Please give full names and ages of ALL persons who will be residing in the house and their relationship to you.**

Name	Age (if under 25)	Relationship to You
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**9. Employment Details**

**Applicant (A)**

Employed                      Self Employed                      On Contract                      Retired

Unemployed                      Student                      Independent Means

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Gross Salary/Pension/Drawings: £ \_\_\_\_\_ per Annum

Payroll/Service/Pension Number: \_\_\_\_\_

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_

Is this position permanent:                      Yes/No

Will your employment change before the proposed tenancy starts?                      Yes/No

**Previous Employment:**

**If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including rates of joining and leaving employment (attach sheet if necessary)**

Employed                      Self Employed                      On Contract                      Retired

Unemployed                      Student                      Independent Means

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Gross Salary/Pension/Drawings: £ \_\_\_\_\_ per Annum

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**\*If you are self employed you should complete the details of your accountant above.**

**Applicant (B)**

Employed                      Self Employed                      On Contract                      Retired

Unemployed                      Student                      Independent Means

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Gross Salary/Pension/Drawings: £ \_\_\_\_\_ per Annum

Payroll/Service/Pension Number: \_\_\_\_\_

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_

Is this position permanent:                      Yes/No

Will your employment change before the proposed tenancy starts?                      Yes/No

**Previous Employment:**

**If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including rates of joining and leaving employment (attach sheet if necessary)**

Employed                      Self Employed                      On Contract                      Retired

Unemployed                      Student                      Independent Means

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Gross Salary/Pension/Drawings: £ \_\_\_\_\_ per Annum

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**\*If you are self employed you should complete the details of your accountant above.**

If you are in receipt of benefits, please detail below the type of benefit and amount received weekly/monthly:

Applicant A

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Applicant B

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### TO BE COMPLETED BY ALL APPLICANTS

10.

Applicant A  
Smoker:

YES/NO

Pets: YES/NO

Details of pets: .....

**Useful Information**

Marital Status:           Single           Married           Divorced/Separated

Other

Next of Kin: \_\_\_\_\_

Next of Kin's Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Applicant B  
Smoker:

YES/NO

Pets: YES/NO

Details of pets: .....

**Useful Information**

Marital Status:           Single           Married           Divorced/Separated

Other

Next of Kin: \_\_\_\_\_

Next of Kin address; \_\_\_\_\_ Tel: \_\_\_\_\_

**11. Other Information.** Please indicate how long you wish to rent house for \_\_\_\_\_  
mths/years. When from? \_\_\_\_\_

Please give details of your present circumstances ie temp/long term/moving house etc

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**12. From 1<sup>st</sup> April 2013** the Tenancy Deposit Scheme is applicable.

Are you paying the deposit yourself? Yes/No

Are you receiving assistance with all or part of your deposit. Yes/No

If you are receiving assistance please provide us with the details of the relevant person below.

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

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

\_\_\_\_\_

Telephone No: \_\_\_\_\_

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

**13. Rent to be paid by standing order through a bank account.** Do you have a suitable bank account? Yes/No.

#### 14. REFERENCE CONSENT

An instant ID and credit check will be carried out by Equifax (Tenantscreening.co.uk).

Equifax will use the information provided to us by you and third parties to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.

Information provided to Equifax may be supplied to other organisations and used by them and us to:

- A. Verify your identity for this application
- B. Check all or any of the application details which have been submitted.
- C. Assist organisations to make decisions on tenancy applications by you.

By **signing below that you are in agreement to this process**, you are consenting that we may use your information in this way.

**Signed: (A)**

**Date:**

**Signed: (B)**

**Date:**

The information contained within this application is being transmitted to and is only for the use of Equifax. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling.

**NOTE:** Please note that until the tenancy agreement has been signed the landlord has the right to withdraw. We reserve the right to request from you a deposit in advance of confirming the tenancy. If the landlord withdraws then the deposit will be refunded in full and without any obligation to you.

Deposits are held by us or our principals, clients or landlords, no interest is payable on these deposits. Deposits are not to be exchanged or converted by the tenant into the rent for part of the last month's rent of the tenancy. Deposits are only refunded when all the obligations on the part of the Tenant have been fulfilled to the end of the tenancy.

**By signing this application form you are giving us permission and consent to apply to your employer for a reference providing them with the details you have included in your application form. If you do not want us to apply for a reference to your employer please advise us in the space below. You are also giving us permission to share the content of this application form with the owner of the property.**

(A) Signed: \_\_\_\_\_ (B) Signed: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

PAYMENT METHODS ARE AS FOLLOWS:- CASH, DEBIT CARD, BANK TRANSFER

**We would be grateful if you could take the time and complete the next page advising us how you first heard of this property.**

**Please tick the appropriate box.**

By a personal or telephone call to our office	
You got our telephone number from Yellow Pages	
Through an advertisement in Belfast Telegraph	
Property Pal	
You heard about it from someone else	
You saw it listed on our Internet site <a href="http://www.therentalcompany.co.uk">www.therentalcompany.co.uk</a>	
Email4Property website	
Saw Sign	

**THE RENTAL COMPANY CANNOT ACCEPT ANY APPLICATION GIVEN TO OUR STAFF WHILST NOT IN THE OFFICE PREMISES. WE APOLOGISE FOR ANY INCONVENIENCE CAUSED BY THIS HOWEVER WE CONSIDER THE HANDLING OF PERSONAL DATA AND INFORMATION TO BE OF THE HIGHEST IMPORTANCE AND THUS HAVE DEVELOPED OUR POLICIES IN LINE WITH GDPR.**

**SHOULD YOUR APPLICATION BE SUCCESSFUL THERE MAY BE A COST TO INCUR RELATING TO A CREDIT CHECK**