



## **TENANCY APPLICATION FORM**

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

1. **TWO** formal written references. 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 [caoimhe@paulbirt.co.uk](mailto:caoimhe@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 all information is received.**



## TENANCY APPLICATION FORM

### 1. TENANCY DETAILS

(a) Property For which you are applying: \_\_\_\_\_

(b) Proposed Start Date: \_\_\_\_\_

(c) Rental Period: \_\_\_\_\_

### 2. PERSONAL DETAILS

(a) Name: \_\_\_\_\_

(b) Current Address: \_\_\_\_\_

(c) Contact Number: \_\_\_\_\_

(d) Email address: \_\_\_\_\_

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

(a) Please provide details:

Title	Forename	Surname	Date of Birth	Gender	Relationship to you

### 3. LANDLORD DETAILS (if applicable)

(a) Property Address: \_\_\_\_\_

(b) Landlord Name: \_\_\_\_\_

(c) Landlord's Address: \_\_\_\_\_

(d) Contact Number: \_\_\_\_\_



#### 4. 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

#### 5. EMPLOYMENT DETAILS

**(Applicant):**

(a) Employers Name: \_\_\_\_\_

(b) Position Held: \_\_\_\_\_

(c) Full/Part Time: \_\_\_\_\_

(d) Address: \_\_\_\_\_

(e) Telephone Number \_\_\_\_\_

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

**(Partner):**

(a) Employers Name: \_\_\_\_\_

(b) Position Held: \_\_\_\_\_

(c) Full/Part Time: \_\_\_\_\_

(d) Address: \_\_\_\_\_

(e) Telephone Number \_\_\_\_\_

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



**6. REFEREES**

(1) Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

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

(2) Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

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

**7. OTHER DETAILS**

(a) **Do you have any pets? Please Detail**

\_\_\_\_\_

(b) **Smoker or Non-Smoker?**

\_\_\_\_\_

(c) **Please provide reason for move:**

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_