



## **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 [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 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:**

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_