

Tenancy Application Form

Single Application

LINDSAY GRAHAM
CHARTERED SURVEYORS & ESTATE AGENTS

- 16 Main Street, Newcastle, Co. Down BT33 0AD
- Tel: (028) 4372 3408 Fax: (028) 4372 4936
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Section 1 - Tenancy Details

Property Address:

Proposed Commencement Of Tenancy: Date / /

Section 2 - Applicant Details

Full Name: Date of Birth: / /

Phone Number: Mobile:

Email:

Current Address:

How Long Have You Lived There: Years: Months:

Section 3 – Identification

Please provide photo identification, such as your driver's licence or passport.

Driver's licence number:

Passport Number:

NB: This can be used to verify your identity and for carrying out a credit check

Section 4 – Current Landlord's Details

If you are currently renting, please provide your landlord's name and contact details.

Landlord's name:

Phone Number: Mobile:

Email:

May we contact this person for a reference? Yes/No

Section 5 – Occupancy Details

Do You Own A Pet? Yes/No

If yes, what type of pet?

Do You Smoke? Yes/No

Number Of People Intending To Reside In The Property (Including Applicant):

Names Of People Intending To Reside In The Property: Age(s):

Section 6 – Criminal Record

Have you ever been convicted of any crime or offence (other than one concealed by the Criminal Records (Clean Slate) Act 2004)? Yes/No

If Yes, Please Explain:

Section 7 – Affordability

Occupation:

Current Employer: Full Time/Part Time

Length Of Employment: Years: Months:

Employer’s Address:

Contact Name: Number:

Will You Be Receiving Housing Benefit: Yes/No

Section 8 – Emergency Contact Details

Name: Relation:

Address:

Phone Number: Mobile:

Section 9 – References

Please provide two referees that we can contact. Referees can be a friend, co-worker, your employer or someone who knows you well.

If you have already provided your previous landlord’s details, only one additional referee is needed. Please let these people know they may be contacted for a reference.

Referee Name 1: Phone:
Email:

Referee Name 2: Phone:
Email:

Section 10 – Guarantor Details

Name:

Address:

Relationship To Tenant: Phone Number:

Occupation:

Employer:

Address Of Employer:

Guarantor's Signature: Date:

Signature(s)

I authorise the Landlord/Property Manager to:

- Collect, retain and use this information for the purpose of assessing my credit and suitability for the tenancy; and
- Disclose information about me, whether collected from me directly or from any other source, to any other credit provider or any credit reporting agency for the purpose of providing or obtaining a credit report.
- **PLEASE NOTE:** The Agents do not guarantee to an applicant that this application, when completed and returned, will ensure them a tenancy of any property, but it is advisable to complete this form as fully as possible, and return to the Agents as soon as possible. The successful applicant, and their guarantor, will be required to sign the tenancy agreement at the Agent's office. Possession of the premises will not be given until both parties have signed the tenancy agreement.

Signed: Date: