

APPLYING TO RENT A PROPERTY



The following documentation must be included with your application:

- 1) A confirmation letter from your employer stating your job position, salary and length of employment on headed paper
- 2) Written reference from your previous landlord
- 3) Photograph ID (passport or driving licence)
- 4) Copy of recent utility bill (mobile bills are not acceptable)
- 5) 3 months' bank statements

The reference should include as much information as possible.

With your permission we will contact the references to confirm details provided.

Once your application has been accepted you will be required to sign a Tenancy Agreement and pay the first month's rent and a security deposit.

If paying by personal cheque you must allow time for the cheque to clear.

Please feel free to speak to with us regarding any other questions you may have.

The application will not be processed unless all of the above information is provided.

APPLICATION FORM FOR TENANCY

| ADDRESS OF PROPERTY: | | DATE: |
|---|-------------|-------------|
| PERSONAL DETAILS | APPLICANT 1 | APPLICANT 2 |
| Full Name: (Mr/Miss/Mrs/Ms) | | |
| Present Address: | | |
| Previous Addresses last 6 years: <small>Continue on separate sheet if necessary.</small> | | |
| Contact Tel Numbers: | Home | |
| | Work | |
| | Mobile | |
| | Email | |
| Reason for moving from the above address | | |

| | | |
|---|---|----------------------|
| EMPLOYMENT DETAILS | | |
| Name of Company: | | |
| Company Address: | | |
| Telephone Number: | | |
| Position: | | |
| Employment Commencement Date: | | |
| Salary Details (Gross/Net): | | |
| RENTAL HISTORY | | |
| Are you currently renting? | | |
| Name of Landlord / Agent: | | |
| Address of Landlord/ Agent: | | |
| Length of Tenancy: | | |
| Amount of Rent Paid Monthly: | | |
| Was your rent supported by NIHE? | | |
| MORTGAGE DETAILS | | |
| Do you currently own a property: | | |
| Name of Lender: | | |
| RENTAL DETAILS | | |
| No of Children: | | |
| Age of Children: | | Do you smoke? |
| Do you have any pets? | If so what kind of pets do you have? | |

I / We agree that the above information is Correct.

Applicant 1 Signature: _____ **Date:** _____

Applicant 2 Signature: _____ **Date:** _____