

APPLICATION FOR TENANCY



A holding deposit and a guarantor who is either a home owner in the UK or is in full time employment in the UK is required for every tenant. Please make sure that you are happy with the property before you pay a holding deposit, as holding deposits will not be refunded if you change your mind. In the event that all parties enter into a Tenancy Agreement in respect of a property, the holding deposit shall be treated as part of the contractual deposit and will be placed in an approved scheme within 14 days of that agreement being signed under the Tenancy Deposit Schemes Regulations (NI) 2012. All of the above is Subject to Contract.

PROPERTY DETAILS: Please write in capitals

Property:	Rent: £	Joint application: <input type="checkbox"/>
Start date: DD/MM/YY	Length of lease:	Solo application: <input type="checkbox"/>
	Deposit: £	

APPLICANT (TENANT) DETAILS: Please write in capitals

Name:
DOB: DD / MM / YY
Current address:
P'Code:
Mobile No:
E-mail:
Nat Ins:
Benefits? Other Income? Smoker? Pets?

Who will live in the property with you?
.....

CURRENT RENTAL SITUATION:
Living with family
Private rent N.I.H.E
Other:

Time at address:

Current L'Lord/Agent:

L'Lord's address:

P'Code:

Telephone No:

Email:

REPAIRS REQUIRED PRIOR TO COMMENCEMENT OF TENANCY: Not applicable Required

If required, please list any and all repairs which you require to be carried out at the property **prior to** the commencement of your tenancy:

PLEASE NOTE: This is your opportunity to request repairs prior to commencement of your tenancy. Requests made post the commencement and (in addition to or separate from any obligations on the Landlord/ letting agency addressed by the terms of your lease) **WILL NOT** be considered.

Signed by applicant: _____

PREVIOUS RENTAL HISTORY (IF YOU STAYED IN RENTED ACCOMMODATION)

Previous address:

P'Code:

Start date:

Finish date:

L'Lord/Agent:

Address:

Telephone No:

E-mail:

APPLICANT (TENANT) EMPLOYMENT DETAILS:

Employed Self employed Unemployed Retired
Other Details:

Job title:

Employer's name:

Length of employment:

Employer's address
P'Code:

Employment status:
Permanent Temporary

Employer's telephone:

Annual income: £

Employer's E-mail:

GUARANTOR PERSONAL DETAILS:

GUARANTOR EMPLOYMENT DETAILS:

*Name:

Employed Self-employed Unemployed
Retired Other.....

DOB: DD/MM/YY

Relationship to applicant:

Job title:

Address:
P'Code:

Employer's name:

Home ownership status : Home Owner Other

Employer's address:
P'Code:

Time at the address:

Employer's telephone:

Contact No:

Employer's E-mail:

Email:

*We will send an agreement to this person. It must be signed and returned before the tenancy can commence and keys are given out.

We collect personal information about you in this form to assess your application for a tenancy. We may need to collect information about you from previous landlords or letting agents, your current or previous employer and your referees as well as guarantors. By signing this application form you give us your consent to collect this information. If you do not complete this form or do not sign the consent below, then your application for a tenancy may not be considered by the owner of the relevant property, or if considered, may be rejected.

- The information I have given in my application form is true to the best of my knowledge.
- I the applicant understand that my deposit will not be refunded should I not proceed with a tenancy.
- I accept that I am satisfied with the condition of the property when viewed; any discrepancies are noted in the pre-agreed repairs section. If no pre-agreed repairs are stated the property is taken as seen.
- I consent to this information being verified by fair and lawful means, which I understand will involve contacting previous landlords/letting agents, current/previous employers, referees as well as guarantors.
- I OPT IN to receive information by Property Link by e-mail.

Signed by applicant:

Date: DD/MM/YY

APPLICATION FOR TENANCY

Please provide the relevant information to collect 2 references.

Criteria for reference:

Landlord: Current or previous landlord

Employer: Current or previous employer

Self employed: Reference from Accountant

Character: Professional person – not a relative or friend – known for 3 or more years.

REFERENCE DETAILS 1

Type of reference:

Landlord Employer Character Other

Name:

Address:

Relationship with reference:

P'Code:

Telephone:

Email:

REFERENCE DETAILS 2

Type of reference:

Landlord Employer Character Other

Name:

Address:

Relationship with reference:

P'Code:

Telephone:

Email:

Next of Kin Form.



Tenant Name:

Address applied for:

Next of Kin Name:

Relationship to tenant:

Next of Kin address:

Next of Kin Phone no:

Next of Kin Phone e-mail:

Signed/Dated By Next of Kin.....

Signed/Dated By Tenant.....

Signed/Dated By Witness.....

Please provide us with a photocopy of next of kin ID.

By signing this form you have given permission for Property Link (Derry) Ltd to contact both tenant and the next of kin provided if required during the tenancy or after. The purpose of this letter is to be able to contact the tenant during or after their tenancy at the next of kin address, for any event including emergency.



TENANT AND GUARANTOR CRITERIA INFO SHEET

TENANT CRITERIA

In order to be accepted as a prospective tenant you need to be able to provide Property Link with evidence as to how you will be able to pay your monthly rent. Below are the criteria which you will need to fulfil in order to be accepted as a tenant if you are either in full time employment or claiming housing benefit.

Full Time Employed Tenant

- Photographic I.D. (Passport/driving licence)
- Proof of monthly income such a wage slip(3 monthly pay slip if paid monthly or 4 consecutive payslips if paid weekly)
- A guarantor who is either in full time employment or a home owner (proof of their status required)

Housing Benefit/Universal Credit Tenant

- Photographic I.D. (Passport/driving licence)
- Proof of housing benefit/universal credit entitlement. If you are already claiming housing benefit please provide us with proof of your current award, such as a letter from the Housing Executive confirming this or a print out of your entitlement from the Housing Executive office.
- A guarantor who is either in full time employment or a home owner (proof of their status required)

Student Tenant

- Photographic I.D. (Passport/driving licence)
- Proof of student status such as course enrolment documentation or student I.D. card (not expired)
- A guarantor who is either in full time employment or a home owner (proof of their status required)

It is essential that you provide all of the criteria listed above (depending on which type of tenancy you are taking) as soon as possible in order for us to process your application.

GUARANTOR CRITERIA

In order to act as a guarantor for a tenant the guarantor will need to be either in full time employment or be a home owner and be able to offer proof that they meet either of these criteria. We can accept any of the following documents as proof that the guarantor meets the criteria required:

Full Time Employment (included in this must be evidence of their monthly income)

- Wage/pay slip - (3 months worth of income)
- P40 Tax form
- Official dated letter from employer on company paper confirming their employment

Full Time Self Employment (included in this must be evidence of their monthly income)

- Self assessment tax document/letter
- Letter/document from accountant showing income

Home owner (This document must show the guarantor's name and address of the property they own)

- Most recent Rates bill
- Mortgage Statement/Letter
- Home Building Insurance Policy/letter (We cannot accept contents insurance)
- Property Deeds
- Official letter from Solicitor confirming home ownership

We only require **ONE** of the above documents and it must be no older than **6 months** in date. In addition to this we also require photographic I.D. for all guarantors such as driving licence or passport as well as proof of current address.

Please note we do not accept bank statements, credit card statements or utility bills as proof of home ownership but they can be accepted as proof of address. If the person nominated to act as guarantor is unable or unwilling to provide any of the above then they will not be able to proceed to be the guarantor.

These documents can be presented to us in the office or by email to:

rent@propertylinkni.co.uk

All of the above documents **MUST** be in place with Property Link before we can handover keys to any prospective tenant.



TERMS AND CONDITIONS:

I UNDERSTAND THAT:

Holding deposit can be refunded only: if the landlord decides not to accept my application or if I changed my mind **prior** to being accepted for the property I have applied for.

I understand that I have to pay rent from the agreed moving in date even if I have not moved into the property due to delay caused by myself (lack of documents and other agency requirements) or if I decide to pull out after being accepted.

I understand that I will be liable for paying a re-letting fee of £350 + VAT if I decide not to move into the property after entering a verbal agreement of renting the property.

Signature of tenant: _____

Date: _____

Amount of Deposit: _____

Paid by _____

Agent signature _____

GLOSSARY:

HOLDING DEPOSIT: A holding deposit is requested from the prospective tenant in order that the property is reserved and eventually taken off the market. The idea of a holding deposit is to eliminate the behaviour of those who commit to taking on a property, but for whatever reason change their mind.

REFERENCING FEE: Referencing fee is used by the agency to prepare the letting agreement and take up any necessary references and credit checks.

Payment options:

- **BANK TRANSFER**
- **STANDING ORDER**
- **DEBIT CARD**
- **CREDIT CARD**

Please note we cannot accept cash payments over £100 in the office.

Please see below our bank details which can be used when completing a bank transfer or setting up a standing order.

Reference – Your Name & Address

Account number – 11056223

Sort code – 93-80-92

Rent Payment:

You will be asked to pay rent pro rata from the day you move into the property. All future payments will be due on the 1st of every month. A £30 late fee will be applied if rent is not paid on the 1st of the month.