

**Alan
Newell**

**Estate Agents
& Valuers**

A RESIDENTIAL TENANCY APPLICATION FORM

ALL INFORMATION PROVIDED IS SUBJECT TO VERIFICATION, REFERENCES OBTAINED AS REQUIRED.

PLEASE NOTE: If YOU are the intended applicant, you must be over eighteen years separate information is required for each and every applicant, all sections must be completed in full, the application signed, dated and returned to our office address shown below. Current photographic identification is required for each applicant to accompany this application, evidence of a current utility bill or receipt connecting the applicant to their present or former residential address is also required.

No charge is made to you in respect of this application

RENTED PROPERTY ADDRESS: _____

MAIN APPLICANT

OTHER APPLICANT

NAME _____

NAME _____

Surname _____

Surname _____

Other Names _____

Other Names _____

Home Address: _____

Home Address _____

_____ BT _____

_____ BT _____

How long at this address? _____

How long at this address? _____

Do you own or lease this property? (*circle*)

Do you own or lease this property? (*circle*)

Your Previous Address Please

Your Previous Address Please

_____ BT _____

_____ BT _____

How long at this address? _____

How long at this address? _____

(If less than FIVE years has lapsed please ensure previous addresses are given overleaf)

For contact: Home No _____

For contact: Home No _____

Mobile Number _____

Mobile Number _____

E-mail address _____

E-mail address _____

**OFFICE ADDRESS: 14B BALLYNAHINCH RD, CARRYDUFF BT8 8DN
Telephone: 02890 812422 E-mail: alan@alannewell.com**

About your present property

Name & Address of Landlord/Agent

_____BT_____

Tel_____

Name & Address of Landlord/Agent

_____BT_____

Tel_____

(An existing Landlord's or Letting Agents Reference is required to be obtained)

Why are you leaving?

Why are you leaving?

What notice have you to give?

What notice have you to give?

Have previous payments been behind?

Have previous payments been behind?

Are your payments currently in arrear?

Are your payments currently in arrear?

About yourself

Have you, or any other applicant ever been refused a Residential Tenancy?

Have you, or any other applicant ever had county court judgments issued?

Have you or any other applicant ever been evicted from a tenancy?

Are you currently in employment?

Are you currently in employment?

Employers name & full address

_____BT_____

Employers name & full address

_____BT_____

Contact Name:_____

Contact Name:_____

Phone No/e-mail_____

Phone No/e-mail_____

Are you, or any other applicant in receipt of Housing Benefit?

3



Name & Address of Housing Executive Private Housing Benefit Office

_____BT_____ _____BT_____

Do you, or any other applicant intend to apply for Private Housing Benefit?

About your references

Do you, or any other applicant have a bank account? (circle) YES/ NO

Name & full address of bank

_____BT_____ _____BT_____

Account No: _____ Account No: _____

Account Name: _____ Account Name: _____

Do you consent to a Bank Reference being obtained? YES/ NO (please delete)

TWO character references are required to be obtained, from people who know you well AND who being unrelated by family, can offer constructive comments for our client(s) to assess your suitability as a tenant

Name _____ Name _____

Address _____ Address _____

_____BT_____ _____BT_____

Tel: _____ Tel: _____

A suitable guarantor may be required at the discretion of the Landlord

General

Do you, or any other applicant have children? YES/NO

What ages are the children please? _____

Do you, or any other applicant have any pets?

What type of pet do you have? _____

Do any of the applicants smoke? _____

Please ensure that you are fully acquainted with the terms & conditions which are associated with this rented property, ask at our office or view on line from our web site www.alannewell.com details of availability, deposit(s) due plus any advance payment, requirement to pay domestic rates etc all before signing and returning this application form.

Any additional information that you consider might support your application.

I confirm that the details I have provided are accurate and true and understand that any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place or offered *(must be ticked to process form)*

I confirm that the details I have provided are accurate and true and understand that any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place or offered *(must be ticked to process form)*

Each tenant is required to provide a specimen signature below

Signed_____

Signed_____

Date_____

Date_____

Information is processed in confidence and within the guidelines of The Data Protection Act (1998) and the appropriate International privacy laws

NOTE: As Letting Agent for the property you have applied for, we must advise that our acceptance of this application form does not confirm your status as a tenant.

OFFICE ADDRESS: 14b BALLYNAHINCH RD, CARRYDUFF BT8 8DN
Telephone: 02890 812422 E-mail: alan@alannewell.com

Office Reference 410151