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CHECKLIST TO ACCOMPANY AN APPLICATION

PHOTOGRAPHIC ID (Passport or Driving Licence)

COPIES OF PAST 3 X MONTHS PAYSLEIPS

IF YOU HAVE ONLY STARTED WORK, A COPY OF CONTRACT OF EMPLOYMENT

WRITTEN REFERENCE FROM CURRENT EMPLOYER STATING DURATION OF EMPLOYMENT, ANNUAL SALARY AND BRIEF CHARACTER REFERENCE

IF YOU ARE UNEMPLOYED AND RELY SOLELY ON BENEFITS YOU MUST PROVIDE WRITTEN EVIDENCE OF ALL OF THE BENEFITS YOU WILL BE RECEIVING (Eg, Housing Benefit, Tax Credits, Child Benefit, ESA, JSA DLA or Income Support)

ALL APPLICANTS MUST PROVIDE A GUARANTOR. THE GUARANTOR MUST:

- BE BASED IN NORTHERN IRELAND & OVER THE AGE OF 21
- EARN OVER £18,000 per year
- SUBMIT A VALID FORM OF PHOTOGRAPHIC IDENTIFICATION
- PROVIDE THEIR PAST 3 X MONTHS PAYSLEIPS or
- MOST RECENT MORTGAGE STATEMENT (**Home must be in equity**)
- **The Guarantor must either visit our office to sign the form (to be witnessed by a member of staff) or alternatively send a confirmation e-mail from their own account giving acceptance of the details.**

LANDLORD REFERENCE FORM MUST BE COMPLETED BY PREVIOUS OR CURRENT LANDLORD / MANAGEMENT AGENCY

AS PART OF YOUR APPLICATION PROCESS, WE WILL CARRY OUT SUITABILITY AND AFFORDABILITY CHECKS. A £30 FEE COVERS THE COST OF THESE CHECKS. THIS FEE IS **NON REFUNDABLE** SHOULD YOUR APPLICATION BE UNSUCCESSFUL.

YOUR APPLICATION FORM WILL BE VALID FOR A PERIOD OF 6 X MONTHS IF YOU ARE UNSUCCESSFUL WITH A PROPERTY APPLICATION AND CAN BE USED FOR ANOTHER RENTAL PROPERTY WE HAVE AVAILABLE

QUERIES REGARDING ANY APPLICATION SUBMITTED WILL BE DISCUSSED WITH THE APPLICANT ONLY

THE DEPOSIT IS THE SAME AS ONE MONTHS RENT (**unless otherwise stated**)
A £15 CHARGE MAY BE APPLIED TO BECOME ACCREDITED TO THE TENANCY DEPOSIT PROTECTION SCHEME (Payable when accepted by agency)

THE DAY THE CLIENT MOVES INTO A PROPERTY THEY MUST PAY 1st MONTHS RENT IN ADVANCE **IN CASH** TO THE AGENT UPON COMPLETION