

For official use only

Guarantor Confirmed:

Salary Confirmed:
(Payslips Employer
Mortgage Statement)

Date & Time confirmed

Person Confirmed With _____



4 - 6 My Ladys Road, Belfast, BT6 8FB
Telephone: (02890) 466 890
Website: www.property-sales-and-lettings-ni.com
Email: info@propertysalesandlettingsni.com

For official use only

Employment Confirmed:

Salary Confirmed:

Duration Confirmed:

Date & Time confirmed

Person Confirmed With _____

Property Applied For: _____

Date Applied: _____

Suitability Check: Y / N

Accepted / Declined

PLEASE NOTE: Each person over the age of 18 must complete a form. Please ask for extra copies if you need them

1. YOUR DETAILS

(Mr/Mrs/Miss/or other _____) **Your Full Name** _____

Current Address _____

Post Code _____

Telephone _____ **Date of Birth** _____

Email Address _____ **NI Number** _____

Current Agent/Landlord _____

Address _____ **Post Code** _____

Telephone _____

Previous Address For Past Three Years If Different From Above

Your Employer _____

Address _____

Post Code _____

Your Job Title _____ **Gross Annual Salary** _____

Date Started _____ **Line Manager's Name** _____

Contact Telephone _____ **Contact Email** _____

2. YOUR NEXT OF KIN

Next of Kin _____

Address (Mandatory) _____

Post Code _____

Telephone _____ **Date of Birth** _____

Relationship to applicant _____

Email Address _____

3. PERSONAL REFEREE

Name _____

Address _____

Post Code _____

Relationship to applicant _____ **Telephone** _____



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CHECKLIST TO ACCOMPANY AN APPLICATION

PHOTOGRAPHIC ID (Passport or Driving Licence)

COPIES OF PAST 3 X MONTHS PAYSLIPS

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 PAYSLIPS 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



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Guarantor Agreement

Name of Guarantor: _____

Agree to act as Guarantor on behalf of: _____

Address of Rental property (which is subject to change if your application is accepted for multiple properties):

Guarantor's Personal Details

Address: _____

Post Code: _____

Time at Current Address: _____

Email: _____

Telephone: _____

Mobile: _____

Employment Details

Company Name: _____

Company Address: _____

Post Code: _____

Job Title: _____

Salary: _____

Start Date: _____

Telephone Number: _____

Email: _____

NB: Please provide a copy of your photographic identification along with 3 x Months payslips or a Mortgage statement received within the last 12 months upon completion of this form and submit together with your application to our agency.

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.

Declaration

I undertake to be responsible for any losses incurred and/or any loss of rent due to failure of the within mentioned and agree to comply with the covenants and conditions. I agree that as acting guarantor I confirm the details of the above agreement and understand that my obligation will be valid throughout the entire term of the initial tenancy agreement and any subsequent agreements signed thereafter.

Signed: _____

Date: _____



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Landlord Reference

Name(s) of Tenant(s):

Address of rental property:

Address of property applied for: _____

Landlord Telephone number:

Duration of tenancy with start date:

I would be grateful if you could answer the following questions in relation to the named tenant(s) and return to our agency as soon as possible.

Was the tenancy conducted in a satisfactory manner: YES / NO

Was the rent paid on time: YES / NO

Was there any stage throughout the tenancy that the rent was in arrears: YES / NO

Was the property condition maintained throughout the duration of the tenancy: YES / NO

Were complaints ever made regarding these tenants throughout the duration of their tenancy:
YES / NO

Would you recommend the above tenant(s) in the future: YES / NO

Print Name:

Signed:

Date:/...../.....

Company Stamp: