



23 RATHFRILAND STREET, BANBRIDGE
 BT32 3LA
 T. 028 4062 4400
 E. info@wilson-residential.com

WILSON RESIDENTIAL – LETTING CHECKLIST

Name:
 Property Address:

- Copy of Identification (Passport/Driving Licence)
- Copy of National Insurance Card
- Employer / Previous Landlord Reference
- Guarantor Form completed
- Guarantor Copy of Identification (Passport/Driving Licence)
- Deposit First Month's Rent Reference Fee
- Housing Benefit Letter stating monthly/weekly rent allowance (If applicable)

If you wish to secure a property through our agency it is important that we receive the Security Deposit (normally equivalent to one month's rent) within twenty-four hours.

Rent / Security: One month's rent in advance together with normally one month's rent as a refundable cleaning / damages deposit must be paid upon signing of lease. Funds must be cleared before keys will be released. The tenant must pay rent in full by Bankers Standing Order or alternatively with the written consent of the Landlord directly to this office between 1st and 5th of each month. Failure to comply with same may be considered as a breach of the tenancy agreement and the landlord may seek to take appropriate legal action. The refundable cleaning / damages deposit cannot under any circumstances be used to cover the last month's rent.

Guarantor: One approved Guarantor per Tenant may be requested or alternatively three month's rent in lieu of a Guarantor. The three months rent in lieu of Guarantor will be refundable provided all debts, rents etc have been cleared.

Proof of Identification & Employment: All tenants must produce a driving licence, passport or other suitable form of photographic identification to confirm name and identity. All tenants (if in employment) must produce a letter on their place of employments headed paper confirming their employment, length of contract and length of service. These two requirements must be fulfilled before keys will be released.

Electricity/Gas/Water/Telephone: This is the Tenant's responsibility and the Landlord / Letting Agent will have no responsibility if the supply to the property is not connected at the commencement of the Tenancy. The tenant must contact the relevant utility suppliers (NIE, Phoenix, Gas, BT, Water Service, Virgin Media etc.) to request that the supplies be transferred into the Tenants name,

Keys / Remote Controls: In all lettings, one complete set of keys per tenant will be released. It is the tenant's own responsibility to get additional sets cut. Likewise, only one car park / garage remote control will be released.

Insurance: It is the responsibility of the Landlord to put in place insurance for the building contents. However the Tenant's belongings are not insured. Therefore we suggest that the Tenants make arrangements to have their personal belongings insured.

Repairs: The Agent is responsible for organising and authorising repairs and maintenance only if they are the Managing Agents of the leased property. If Fetherston Clements are not the managing agents, any request for repairs / maintenance are to be made directly to the landlord. You will be advised prior to commencement of the lease who will be managing the property. If a tenant authorises a contractor to carry out work in an emergency, it is on the understanding that the relevant enquiries will be made and invoices for the non urgent work referred to them for payment.

References: Upon receipt of a completed application form additional references may be required. If further references are required these will be sought out without prior authorisation from the tenant and all costs in relation to these will be borne by the tenant. All information contained within the references will be treated in the strictest confidence. NB: References may take up to ten working days to obtain.

**I confirm that all information supplied is true and will be the basis of any contract between Wilson Residential and myself and does not represent any offer between Wilson Residential and the prospective Tenant.
 I understand that Wilson Residential may seek a bank or employer reference and may keep a record of that reference on their files.
 The results of their findings will be passed to the Landlord / Managing Agent and if an application is refused, for whatever reason, no explanation will be given. Any administration charges levied are strictly non refundable in any event. Strict confidence will be observed in the processing of this application.**

Applicants Signature: _____

Date: _____



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These notes are for information purposes only and should not be construed as forming part of a contract.

PRIVATE & CONFIDENTIAL
APPLICATION TO RENT A RESIDENTIAL PROPERTY
(SUBJECT TO TENANCY AND REFERENCES)

SUBJECT PROPERTY

Address of Rental Property:

Number of Tenants:

Proposed Lease Start Date:

APPLICANT INFORMATION

Name: National Insurance No:

Date of Birth: Mobile Phone No:

Current Address: Email:

City/Town: County: Post Code:

Own Rent (please circle) Monthly Payment or Rent: Period:

Previous Address:

City/Town: County: Post Code:

Owned Rented (please circle) Monthly Payment or Rent: Period:

EMPLOYMENT INFORMATION

Occupation:

Current Employer Details:

Employer Address:

City/Town County: Post Code:

Phone: Email: Period:

Position Paid Hourly Salary (please circle) Annual Income:

DETAILS OF PREVIOUS LANDLORD / MANAGING AGENT

Name:

Address: Phone:

Address of Rental Property:		
Dates of Tenancy with this Landlord:		
EMERGENCY CONTACT:		
Name a person not residing with you:		
Address:		
City/Town:	County:	Post Code:
Phone:	Relationship:	
GUARANTOR DETAILS (IF APPLICABLE)		
Name:		
Address:		Phone:
Relation to you:		
CHILDREN		
How many children will be living with you?	Possess Life / Critical Illness Policy YES/ NO (please circle)	
Please state their ages:		
ARE YOU A SMOKER? YES / NO (please circle)		
DO YOU HAVE PETS? YES / NO (please circle)		
AGREED RENTAL: £		
LENGTH OF TENANCY REQUIRED (months):		
PLEASE DETAIL ANY KNOWN CREDIT HISTORY ISSUES:		

A deposit normally equal to one months rent is required prior to the commencement of the tenancy as security for the performance of the tenants obligations and shall be repayable to the tenants only at the end of the tenancy and then without interest and after deduction wherefrom of any sums required to compensate the landlord whether wholly of in part for any breach of obligation on the tenants part.



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PLEASE NOTE: The landlord may require a credit reference check carried out on prospective tenants.

Costs upon taking tenancy of a property:

First Month's rent in advance	£
Rental deposit (normally a minimum of one months rent)	£
Referencing fee (per application)	£
<i>Paid on submission</i>	-----
<u>Total</u>	£

N.B. If a tenant does not proceed with the tenancy a £50.00 arrangement fee along with costs for loss of rent/advertising expenses will be deducted from this deposit.

PLEASE NOTE THE BY SIGNING THIS APPLICATION FORM YOU ARE GIVING US AUTHORITY TO CONTACT YOUR EMPLOYER, PREVIOUS LANDLORD AND BANK FOR A REFERENCE. IF YOU DO NOT WISH US TO CONTACT ANY OF THESE PLEASE LET US KNOW ON SUBMISSION OF THIS FORM.

Statement by prospective tenant

I confirm that the information I have given is correct, I agree to the reference being requested from the referees stated. I understand the terms set out as above. I am aware that information held about me may be shared within our group.

Signature _____

Date ____/____/____

Print Name _____