



## **TENANCY APPLICATION FORM**

**PLEASE NOTE:** As part of your application we require the following before proceeding with a viewing:

1. **TWO** formal written references. Recommended referees should include a landlord reference, employer's reference or a character reference. Family and friends will not be acceptable as referees.
2. We also require photographic Identification and proof of address such as a utility bill or bank statement. These documents must be provided **prior** to viewing any of our rental properties. You can drop these into our office at 52 Garden Street Magherafelt BT45 5DD or alternatively, these can be emailed to [clodagh@paulbirt.co.uk](mailto:clodagh@paulbirt.co.uk).

**PLEASE NOTE:** If the above is not provided in full then your application will not be considered. Viewings will not take place until all information is received.



**TENANCY APPLICATION FORM**

**1. TENANCY DETAILS**

- (a) Property For which you are applying: \_\_\_\_\_
- (b) Proposed Start Date: \_\_\_\_\_
- (c) Rental Period: \_\_\_\_\_

**2. PERSONAL DETAILS**

- (a) Name: \_\_\_\_\_
- (b) Current Address: \_\_\_\_\_
- (c) Contact Number: \_\_\_\_\_
- (d) Email address: \_\_\_\_\_
  
- (e) How many persons will be living in this property? \_\_\_\_\_

(a) Please provide details:

Title	Forename	Surname	Date of Birth	Gender	Relationship to you

**3. LANDLORD DETAILS (if applicable)**

- (a) Property Address: \_\_\_\_\_
- (b) Landlord Name: \_\_\_\_\_
- (c) Landlord's Address: \_\_\_\_\_
- (d) Contact Number: \_\_\_\_\_



## 5. OTHER INCOME

Do you receive any of the following? Please tick all that applies.

Housing Benefit  Retirement/ Pension  Disability Allowance   
Unemployment Benefit  Sickness Benefit  Income Support

## 6. EMPLOYMENT DETAILS

**(Applicant):**

(a) Employers Name: \_\_\_\_\_

(b) Position Held: \_\_\_\_\_

(c) Full/Part Time: \_\_\_\_\_

(d) Address: \_\_\_\_\_

(e) Telephone Number \_\_\_\_\_

(f) Salary Range: £7,000 - £10,000  £10,000-£20,000   
£20,000-£30,000  £30,000 +

**(Partner):**

(a) Employers Name: \_\_\_\_\_

(b) Position Held: \_\_\_\_\_

(c) Full/Part Time: \_\_\_\_\_

(d) Address: \_\_\_\_\_

(e) Telephone Number \_\_\_\_\_

(f) Salary Range: £7,000 - £10,000  £10,000-£20,000   
£20,000-£30,000  £30,000 +



**8. REFEREES**

(1) Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

**9. OTHER DETAILS**

(a) **Do you have any pets? Please Detail**

\_\_\_\_\_

(b) **Smoker or Non-Smoker?**

\_\_\_\_\_

(c) **Please provide reason for move:**

\_\_\_\_\_

\_\_\_\_\_

(d) **Please include any other comments that you feel will help your application:**

\_\_\_\_\_

\_\_\_\_\_