



Applicant Name: _____ Submission Date: ____/____/____

For agent use only

Administration Fee	Holding Fee
Amount:	Amount:
Date:	Date:
Method:	Method:

BENNETT ESTATE AGENTS – LETTING CHECKLIST

APPLICATION FORMS NEED TO BE COMPLETED AND RETURNED WITHIN 5 WORKING DAYS AFTER ISSUE. THE TENANCY AGREEMENTS MUST BE SIGNED BY ALL PARTIES 14 DAYS AFTER ISSUE OF APPLICATION FORM. FAILURE TO DO SO WILL RESULT IN TENANTS LOSING THE HOLDING FEE AND PROPERTY BEING RE-ADVERTISED TO LET.

Terms & Conditions:

We require the following from a potential tenant:

1. Application form completed in full (1 per adult).
2. Signed Guarantor form & copy of their identification (Driving Licence or Passport).
These forms can only be signed by a United Kingdom or Republic of Ireland homeowner. Alternatively, a double deposit is acceptable.
3. Copy of photographic I.D. e.g. Driving Licence or Passport.
4. Copy of Student Card (if applicable).
5. Proof of Address (e.g. bank statement).
6. Proof of employment (e.g. current payslip).
7. A *'Holding Fee' of one month's rent (Please ensure that you and all your co-tenants are happy with the property before you pay this fee as it is **non-refundable**, even if no application form has been submitted). Upon written acceptance of your application form, this holding fee will become your security deposit and will automatically be lodged with the Tenancy Deposit Scheme (TDS) within 14 days as per legislation.

*The only condition a 'Holding Fee' is refundable is if you are declined as applicants for the property.
 *The Holding Fee can be paid by cash/bank transfer. If paying by bank transfer, it is essential that you include your name and the property address for reference to ensure the payment is linked to you.

*HSBC BANK, ROYAL AVENUE BELFAST
 SORT CODE: 40-20-55
 ACCOUNT NUMBER: 10217034
 NAME ON ACCOUNT: BENNETT ESTATE AGENTS CLIENT ACCOUNT
 BIC CODE: HBUKGB4193U IBAN: GB24HBUK40205510217034*

8. £45.00 Non-Refundable Administration Fee per tenant.
 *The Non-Refundable Administration Fee can be paid by cash/bank transfer. If paying by bank transfer, it is essential that you include your name and the property address for reference to ensure the payment is linked to you.

*HSBC BANK, ROYAL AVENUE BELFAST
 SORT CODE: 40-20-55
 ACCOUNT NUMBER: 90216674
 NAME ON ACCOUNT: BENNETT ESTATE AGENTS
 BIC CODE: HBUKGB4193U IBAN: GB21HBUK40205590216674*

9. First month's rent due within 14 days of your application being approved and accepted by the landlord.

CHECKLIST

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APPLICATION FOR PRIVATE TENANCY

Please print clearly as illegible forms cannot be considered.

(A) PROPERTY DETAILS:

Property Address:	
Proposed Rent (p.m):	£
Preferred Move in date:	
Furnishing Arrangement:	Furnished / Unfurnished / Other:

If your application is successful the property is let as seen, however if you have specific requirements please note them below as the landlord may not agree to any changes once your application has been approved.

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(B) APPLICANT INFORMATION:

TITLE (Mr. / Mrs. / Ms):		First Name:	
Middle Name:		Surname:	
Date of Birth (dd/mm/yy)		Marital Status:	
National Insurance No:		Maiden Name:	
Sex:		No. of Dependents	
Phone no (Home):		Mobile:	
Phone no. (Work / Daytime)		Email:	
How many children will be sharing with you?:			

(C) Lead Tenant: Please nominate a **lead tenant'

TITLE (Mr. / Mrs. / Ms):		First Name:	
Surname:		Email:	

*If the Tenant comprises more than one person, the landlord or their agent shall nominate one of the tenants to be the "Lead Tenant" for the purposes of dealing with the landlord/agent in respect of any of the issues that arise during the Tenancy, including, but not limited to, the Deposit. The Lead tenants is responsible for starting or agreeing the repayment of the deposit process at the end of the tenancy, and all tenants should familiarize themselves with the guidance document 'How TDS Northern Ireland deals with tenancies involving more than one tenant or landlord' available from www.tdsnorthernireland.com

(D) Further information:

Do you or any intended occupiers smoke:	Yes / No
Do you have any pets? If Yes, what;	Yes / No
Number of Children that will be living with you?	
Please give full names, date of birth and occupation of all person including yourself and any children who will occupy the premises:	

(E) EMPLOYMENT INFORMATION:

Status (Circle One); Employed Self Employed On Contract Retired Student Unemployed	
Length of Employment:	
Type of Employment:	Full Time Permanent / Part Time Permanent
Employer name & Address:	
Job role / Title:	Salary or Weekly pay (£)
Payment date:	Contract hours per week:
Is your employment to change in the near future: If Yes, please specify.	
If you have additional income, please specify how much:	
<u>PREVIOUS EMPLOYMENT DETAILS (If employed in current job for less than 3 years)</u>	
Company Name & Address:	
Address	Telephone Number:
Commencement Date	Departure Date:

(F) ACCOUNTANT/AUDITORS details if self employed

Practice Name:	
Address:	
Telephone:	

(G) NIHE – Housing Executive Applicants

Are you currently receiving Housing Benefit	Yes / No
How much do you receive every 4 weeks?	£
Is the payment currently paid to you or your landlord?	You / Landlord
If Yes, how much	£
Are you current seeking Job seekers Allowance?	£
How much do you receive every 2 weeks?	£

Do you receive a carer's allowance? If so, how much per week?	£
Do you receive Child Benefit, if so, how much per week?	£
If you have any additional income, please state how much?	£

(H) University Information

Name of University:	Faculty:
Name of Course:	What year are you going into?

(I) Your current address – We require 5 years previous address history. Please use additional paper if necessary.

House No:	
Street Name:	County:
City / Town:	Postcode
Status (Circle One) Owner / Rented / Living with Parents / Council tenant / Other:	
How long have you lived at that address?	
Reason for leaving that property:	
If rented state, the date the tenancy began and ended & monthly rent:	Began: / / Ended: / / £ _____
Name of Landlord / Managing Agent:	
Address:	
Telephone Number:	E-mail:

Previous address to above:

House No:	
Street Name:	County:
City / Town:	Postcode:
Status (Circle One) Owner / Rented / Living with Parents / Council tenant / Other:	
How long have you lived at that address?	
Reason for leaving that property:	
If rented stated the date the tenancy began and ended & month rent:	Began: / / Ended: £
Name of Landlord / Managing Agent	
Address:	
Telephone Number:	E-mail:

(J) Guarantor Details (One approved Guarantor per tenant who is a UK homeowner. Alternatively, a double deposit may be paid.)

Name of Guarantor:		
Guarantor's Address:		
Guarantor's Telephone No:		
Relationship to applicant:		
Occupation:		
Employer:		
Telephone No / Mobile:		
E-mail Address		
Homeowner:	Yes	No
How long has guarantor lived at present address?		
Is this the address owned by the guarantor? (If not, please provide the address)		

(K) Referee's Details

Preferably a previous landlord or current or former employer.

Name of Referee:	
Referee's Address:	
Telephone Number:	
Occupation:	
How long has the referee known the applicant?	
How does the referee know the applicant?	

THIS APPLICATION IS STRICTLY PRIVATE AND CONFIDENTIAL BETWEEN THE PARTIES INVOLVED.

SATISFACTORY REFERENCES MAY NOT NECESSARILY GUARANTEE THE APPLICANT THE TENANCY.

ALL TENANCIES ARE FOR A 12 MONTH PERIOD UNLESS OTHERWISE STATED.

PLEASE NOTE THAT ALL DEPOSITS ARE HELD IN A CUSTODIAL DEPOSIT SCHEME AS PER LEGISLATION APRIL 2013.

I confirm that all information supplied is true and will be the basis of any contract between Bennett Estate Agents and myself and does not represent any offer between Bennett Estate Agents and the prospective Tenant. I acknowledge and agree to Bennett Estate Agents consulting with guarantors, references and employers as part of this application process. I understand that Bennett Estate Agents may seek a bank or employers' reference and may keep a 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 application is refused, for whatever reason, no explanation will be given.

I understand that any administration charges levied are strictly non-refundable in any event that I do not precede with the tenancy.

Strict confidence will be observed in the processing with this tenancy.

Applicants Signature: _____ Print: _____ Date: ____/____/____

GUARANTOR

In consideration of the acceptance by the within named Landlord at my request of the within named Tenant as tenant I HEREBY GUARANTEE the punctual payment of the rent reserved by the within written Tenancy Agreement or for the time being payable by the said Tenant in respect of the said premises (whether such rent be greater or less than that reserved by the said Agreement) and the due performance of the agreements by the Tenant and terms therein contained or the time being applicable to the Tenant's tenancy of the said premises. I HEREBY UNDERTAKE to be responsible to the Landlord and to the Landlord's successors in title as surety for the said tenant for the payment by him of the sums of money, costs, damages or expenses that may become due to the Landlord or to his successors in title by reason of the Tenant having become or being a tenant of the said premises or by reason of any default by the Tenant in carrying out any of his obligations as such tenant. I also guarantee any subsequent term in relation to this particular tenant in this particular property.

This guarantee shall not be revocable by notice and shall not be revoked by my death or by any forbearance or giving of time by the Landlord or his successors and shall continue to be applicable so long as the Tenant shall be Tenant of the said premises notwithstanding any change or changes in the nature or terms of his tenancy and shall extend to the obligations of the Tenant under any new or varied tenancy of the said premises in like manner as if such obligations had been contained in the within written Agreement.

Address of Property to be Rented

Signed on this Date

Signed in the presence of

(An individual other than the guarantor)

Name of Guarantor

Address of Guarantor

Mobile Tel No. of Guarantor

Home Tel No. of Guarantor

Signed Guarantor

FOR OFFICIAL USE ONLY	
CHECKED GUARANTOR:	DATE:
CHECKED REFERENCE:	DATE:
ADMINISTRATION FEE PAID:	DATE: