

Applicant Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_

## BENNETT ESTATE AGENTS APPLICATION FORM



Please note we require one application along with the below supporting documents per person of 18 years and over, that would be living at the property you apply for. Kindly send all documents on one email.

Applications will not be processed unless all documents requested below are provided.  
Please speak with an agent if you are having difficulty in obtaining any details required.

Required from each individual applicant:	Checklist:	Office Use
Application Form completed in full, please do not edit the form.		
Copy of Applicant's Photographic I.D (Driving Licence or Passport).		
Copy of Student Card <i>(if applicable)</i> .		
Proof of Current Address <i>(eg. Bank Statement)</i> .		
Signed Guarantor Form, signatures cannot be computer generated. <i>*Guarantor must be UK or ROI homeowner.</i>		
Copy of guarantor's photographic I.D (Driving Licence or Passport).		
Proof of address for your guarantor if not on driving licence if provided.		
Written landlords' reference <i>(if applicable)</i> for each adult.		
The last 3 months payslips, if not in employment proof of affordability must be provided.		
If you are happy to do so, please send any additional proof of affordability ie confirmation of savings.		
Employer Reference on headed paper or signed contract of employment. If not in employment, proof of affordability must be provided <i>(must be dated within last 3 months)</i> .		
Written character reference from a professional, dated and including contact number.		
Full credit report downloaded from Experian or similar provider showing your name and address.		
Holding Fee of One Month's Rent. <i>Upon written acceptance of your application form, this holding fee will need to be paid within 24 hours or the property will be reopened to other applications. Upon signing of the tenancy agreement this will then become your deposit and will be logged with the Tenancy Deposit Scheme.</i>		
First month's rent is due within 14 days of your application being approved and accepted by the landlord.		

## **APPLICATION FOR PRIVATE TENANCY**

**Please print clearly as illegible forms cannot be considered.**

### **(A) PROPERTY DETAILS**

<b>Property Address:</b>	
<b>Proposed Rent (per month):</b>	
<b>Preferred Move In Date:</b>	
<b>Furnishing Arrangement:</b>	<b>FURNISHED / UNFURNISHED / OTHER:</b>

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 changes once your application has been approved.

--

### **(B) APPLICANT INFORMATION**

<b>Title (Mr/Mrs/Ms):</b>		<b>First Name:</b>	
<b>Middle Name:</b>		<b>Surname:</b>	
<b>Date of Birth (dd/mm/yy):</b>		<b>Marital Status:</b>	
<b>National Insurance No:</b>		<b>Maiden Name:</b>	
<b>Gender:</b>		<b>No. of Dependents:</b>	
<b>Daytime Contact No:</b>		<b>Mobile No:</b>	
<b>Email Address:</b>			

### **(C) EMERGENCY CONTACTS**

Bennett Estate Agents will call these emergency contacts in the event that the tenants cannot be contacted for a period of 7 days. These contacts will be required to make every attempt to make contact with tenants and be prepared to keep an ongoing channel of communication open in the event that there is difficulty in communicating with the tenant. You must supply 2 emergency contacts.

<b>Emergency Contact Name: (1)</b>		<b>Emergency Contact Name: (2)</b>	
<b>Contact Number:</b>		<b>Contact Number:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Address:</b>		<b>Address:</b>	

**(D) LEAD TENANT**

<b>Title (Mr/Mrs/Ms):</b>		<b>First Name:</b>	
<b>Surname:</b>			

\*If the proposed tenants comprise of 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 tenant is responsible for starting or agreeing the repayment of the deposit process at the end of the tenancy, and all tenants should familiarise themselves with the guidance document: 'How TDS Northern Ireland deals with tenancies involving more than one tenant or landlord' available from [www.tdsnorthernireland.com](http://www.tdsnorthernireland.com).

**(E) FURTHER INFORMATION**

<b>Do you or any proposed tenants smoke?</b>	<b>Yes / No</b>
<b>Do you have any pets? If yes, what?</b>	
<b>Number of Children who will be living with you?</b>	
<b>Please give full names, date of birth and occupation of all persons including yourself and any children who will occupy the premises:</b>	

**(F) EMPLOYMENT INFORMATION**

<b>Employment Status (Circle Applicable):</b> Employed      Self-Employed      Retired      Student      Unemployed	
<b>Length of Current Employment:</b>	
<b>Type of Employment: (Circle Applicable):</b> Full-Time Permanent      Part-Time Permanent      Temporary      On Contract	
<b>Employer Name and Address:</b>	
<b>Current Job Title:</b>	<b>Salary or Weekly Pay:</b>
<b>Payment Date:</b>	<b>Contract Hours Per Week:</b>
<b>Is your employment to change in the near future? If yes, please specify:</b>	
<b>If you have additional income, please specify how much:</b>	
<b>PREVIOUS EMPLOYMENT DETAILS (If employed in current job less than 3 years):</b>	
<b>Company Name, Telephone Number and Address:</b>	
<b>Commencement and Departure Date:</b>	

**(G) ACCOUNTANT/AUDITOR DETAILS IF SELF- EMPLOYED**

Practice Name:	
Address:	
Contact No:	

**(H) BENEFITS AND FINANCIAL SUPPORT**

Are you currently in receipt of benefits or financial support? If yes, what?	
How much do you receive on a monthly basis in total?	
Please provide a breakdown of each source of benefit or financial support: <i>Please note proof of any benefits or financial support must be provided in the form of a letter from the provider dated within 3 months.</i>	
Do you have any additional income? (eg parental support or Student Finance) If yes, what? <i>Please note proof of additional income must be provided in the form of a letter from the provider.</i>	

**(I) UNIVERSITY INFORMATION IF APPLICABLE**

Name of University:	Faculty:
Name of Course:	What year are you currently in?

**(J) YOUR CURRENT ADDRESS:**

*We require 5 years previous address history. Please use additional paper if necessary.*

House No & Street Name:	
Town:	County:
Postcode:	
Status (Circle Applicable): Homeowner   Rented   Living with Parents   Council Tenant   Other:	
Reason for Leaving Property:	
If rented, state the date the tenancy began and ended and the monthly rental cost:	Began: __/__/__ Ended: __/__/__ £ _____ per month
Name of Landlord/Managing Agent:	

<b>Address:</b>	
<b>Telephone No:</b>	<b>Email Address:</b>

**Previous address to above:**

<b>House No &amp; Street Name:</b>	
<b>Town:</b>	<b>County:</b>
<b>Postcode:</b>	
<b>Status (Circle Applicable):</b> Homeowner   Rented   Living with Parents   Council Tenant   Other:	
<b>Reason for Leaving Property:</b>	
<b>If rented, state the date the tenancy began and ended and the monthly rental cost:</b>	<b>Began: __/__/__ Ended: __/__/__</b> <b>£ _____ per month</b>
<b>Name of Landlord/Managing Agent:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Email Address:</b>

**(K) GUARANTOR DETAILS:**

*One approved guarantor per applicant who must be a UK or ROI Homeowner.*

<b>Name of Guarantor:</b>	
<b>Guarantor's Address:</b>	
<b>Guarantor's Contact No:</b>	
<b>Guarantor's Email Address:</b>	
<b>Relationship to Applicant:</b>	
<b>Guarantor's Occupation:</b>	
<b>Guarantor's Employer:</b>	
<b>Is the guarantor a homeowner?</b>	<b>Yes / No</b>
<b>How long has guarantor lived at present address?</b>	
<b>Is the address owned by the guarantor? If not provide details of address owned.</b>	

**(L)      REFEREE'S DETAILS:**

*Preferably a previous landlord or current/former employer.*

<b>Name of Referee:</b>	
<b>Referee's Address:</b>	
<b>Referee's Contact No:</b>	
<b>Referee's Email Address:</b>	
<b>Referee's Occupation:</b>	
<b>Relationship to Applicant:</b>	
<b>How long has the referee known the applicant?</b>	

**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.

**Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:**  
\_\_/\_\_/\_\_

**GUARANTOR FORM**

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:** .....

**Name of Guarantor:** .....

**Address of Guarantor:** .....

.....

.....

**Mobile Tel No. of Guarantor:** .....

**Home Tel No. of Guarantor:** .....

**Signed by Guarantor:** .....