

## Tenancy Application Form

### About You

Your Name: \_\_\_\_\_

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

Your Telephone Numbers:  
(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E – Mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Your National Insurance Number: \_\_\_\_\_

Are you currently renting? (Y / N)      Are you a home owner? (Y / N) (please tick as appropriate)

Reason for leaving current property: \_\_\_\_\_

### Your Family

How many dependants have you? \_\_\_\_\_ Who will be living with you? \_\_\_\_\_  
(please advise of age)

### Your Employment

Are you currently working? (Y / N) (please tick as appropriate) If Yes, where do you work? \_\_\_\_\_

What is the address? \_\_\_\_\_

How long have you worked there? \_\_\_\_\_ What is your job title? \_\_\_\_\_

What is your NET monthly salary? \_\_\_\_\_

### Your Bank Details

Name(s) on Account: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

Address of Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_\_

**Your Referees** (please provide details of at least two people, not related, who we can contact for referral information, it must be an employer or your current landlord / letting agent)

#### **Referee 1**

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

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

Telephone number: H \_\_\_\_\_ M \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Referee 2**

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

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

Telephone number: H \_\_\_\_\_ M \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Your Guarantor** (all our tenancies are guaranteed by a third party. They must be willing to sign the Tenancy Agreement. This is NOT the same as a reference although the same person will be allowed, subject to certain conditions)

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

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

Telephone number: H \_\_\_\_\_ M \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Do you own or rent your property? Own ( ) Rent ( ) (please tick as appropriate)

Relationship to you: \_\_\_\_\_

**Your Guarantors Employment**

Are you currently working? (Y / N) (please tick as appropriate) If Yes, where do you work? \_\_\_\_\_

What is the address? \_\_\_\_\_

Telephone number: \_\_\_\_\_ How long have you worked there? \_\_\_\_\_

What is your job title? \_\_\_\_\_

**Property you are applying for**

Address: \_\_\_\_\_ How long do you wish the tenancy to last? \_\_\_\_\_

When do you wish the Tenancy to start? \_\_\_\_\_

What payment intervals do you wish to take? Fortnightly ( ) Four Weekly ( ) Monthly ( )

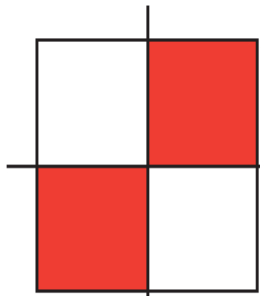
**Consent**

I hereby give my consent to references being obtained and consent that the information obtained may be shared with the landlord.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Any Requirements:**

(eg. Furniture required etc.)



# Paul O'Keefe

Estate Agents & Financial Advisors  
Letting & Property Management

3 Glendermott Road  
Waterside, L'Derry, BT47 6BA

T: (028) 7131 8530

F: (028) 7131 1669

E: [enquiries@okeefeestateagents.com](mailto:enquiries@okeefeestateagents.com)

W: [www.okeefeestateagents.com](http://www.okeefeestateagents.com)

## Accompanying Notes

### Tenancy Application Form

1. This is an application form, not a tenancy agreement with you. This application form will be considered by the landlord and/or us, and you be advised of the decision as soon as possible.
2. Should your application be declined, we are not liable to explain why.
3. You should accompany this application form with a minimum of £400.00 returnable deposit.
4. Complete the application form in full. We will need at least one guarantor, who is not married/separated/divorced to/from you but can be related and should be in full time employment and own their own house. This person should also be a resident in Northern Ireland. Should you not have a guarantor, we normally seek £1000.00 in lieu of the same. This amount is not negotiable.
5. The minimum tenancy will be six months.
6. Where an application is made for a tenancy with or without Housing Benefit, the rent will be collected by Standing order, either fortnightly, four weekly or monthly in advance. Please specify your preference.
7. Where an application has been made, we require a minimum of 2 references in order to process same. These references must be from either an employer or a previous landlord / letting agent preferably letting agent. (Relatives cannot be used as a reference)
8. We offer tenants insurance for your belongings. Please ask for a free quotation with no obligation.



How can  
**we help you**  
Today?



# Paul O'Keefe

Estate Agents & Financial Advisors  
Letting & Property Management

3 Glendermott Road  
Waterside, L'Derry, BT47 6BA

T: (028) 7131 8530

F: (028) 7131 1669

E: [enquiries@okeefeestateagents.com](mailto:enquiries@okeefeestateagents.com)

W: [www.okeefeestateagents.com](http://www.okeefeestateagents.com)

## ADVISORY NOTES

1. £400 deposit will be lodged to Deposit A/c
2. If application is not acceptable – deposit will be returned as soon as possible
3. **NOTE** – if deposit is being paid by cheque – cheque must clear before being refunded to applicant
4. References must be contactable during office hours
5. If references cannot be contacted – we will go to the next application
6. We will advise you if there are any other applications in (maximum of 2)
7. If any additional furniture required or any other requirements – must be noted at back of form
8. If accepted for property – tenant & guarantor must be available during office hours for signing and 1 month's rent to be paid upon signing for property
9. We will CONTACT YOU as soon as we have further information