



Accompanying Notes

1. This is an application form, not a tenancy agreement with you. This application form will be considered by the landlord 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 form with a minimum of £500.00 returnable deposit.
4. Complete the application form in full. We will need at least one guarantor, who has no financial links to you but can be related and should be in full time employment, own their own home and 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, monthly in advance.
7. Where an application has been made, we require a minimum of 2 references. 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.
9. If the application is not accepted the deposit will be returned as soon as possible
10. References must be contactable during office hours
11. If references cannot be contacted – we will go to the next application
12. We will advise you if there are any other applications in (maximum of 2)
13. Any additional furniture required must be noted at back of form under “ Any Requirements”.
14. 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
15. We will CONTACT YOU as soon as we have further information

