

# TENANCY APPLICATION FORM

SUBJECT TO CONTRACT

Thank you for choosing to rent a property through Quicklet.

It is essential that **all** the information requested is supplied as any missing information will delay your application.

## APPLYING FOR A TENANCY

- In order to submit an application to rent your chosen property, you are required to provide us with personal details and references to ensure that your application is suitable and satisfactory. This information will include salary information and employer, character and landlord references.
- Please ensure that all referees you have given on this form have been advised that they will be contacted by us.
- We will confirm all your references before we approach the landlord for their acceptance of your application.
- You must provide proof of identification when submitting this application. One photographic (current passport, current driving licence or electoral identity card only) and one postal (utility bill, bank or credit card statement, telephone bill – MUST BE DATED WITHIN THE LAST THREE MONTHS) must be provided.
- We require a separate application from each person wishing to live in the property.
- A £25 application PER PERSON application fee applies if you successfully secure the tenancy.

Please initial here to confirm that you have read, understood and agree to the above information:	
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## GUARANTORS

- If you are under 25 years of age or cannot provide at least two of the requested references, you must provide a guarantor. Guarantors must be over 25 years of age and in full time employment.
- All guarantors will be contacted to ensure that they are aware of their obligations and they will be required to sign a guarantor agreement to guarantee your legal commitments in the tenancy.

## DEPOSITS AND RENTAL PAYMENTS

- Once the landlord has agreed to your application, you will be offered the tenancy subject to full payment of the security deposit and first month's rent in advance.
- The deposit acts as security for your performance of your obligations under the terms of the tenancy agreement. This will be returned to you at the end of your tenancy without interest and is subject to deductions.

Please initial here to confirm that you have read, understood and agree to the above information:	
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Address of property you wish to rent: \_\_\_\_\_

Tenancy Start Date \_\_\_\_\_ Length of Lease \_\_\_\_\_ Rent \_\_\_\_\_

How did you find out about the property? \_\_\_\_\_

## About You

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Current Address (including postcode) \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Why are you leaving this property? \_\_\_\_\_

Are you...

A property owner?  A Housing Executive Tenant?  A private landlord tenant?

Living with parents?  Living with friends?  Other (Please specify): \_\_\_\_\_

Do you smoke? (if yes, please specify inside/outside/both) \_\_\_\_\_

Do you have any pets? (If yes, please specify what type(s), how many and if they live inside or outside): \_\_\_\_\_

Please tell us about any children who will be living with you (full or part time, including name & age): \_\_\_\_\_

### **Housing Executive Applicants** (if you do not claim housing benefit, please move on to the next page)

Are you currently receiving Housing Benefit? Yes / No How much do you receive each month? \_\_\_\_\_

Is the payment made to you or to your landlord? You / Landlord

Do you have to pay top up's? Yes / No If yes, how much \_\_\_\_\_

## Your Landlord Details

*If you are currently renting or have rented before, please provide us with your landlord details. If your property was managed by an Agency, please provide the Agency details.*

Landlord / Agent Name: \_\_\_\_\_

Landlord Mobile Number: \_\_\_\_\_ Landline Number: \_\_\_\_\_

Landlord Email Address: \_\_\_\_\_

Address of property you are renting/rented? \_\_\_\_\_

Date tenancy began: \_\_\_\_\_ Length of tenancy: \_\_\_\_\_

## Your Employment Details

*Please give details of your current employer. If you are self-employed, please provide details of your accountant otherwise you must provide your last 3 payslips.*

Name of Employer: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date Employment Commenced: \_\_\_\_\_ Job Title: \_\_\_\_\_

Are you employed: Full Time / Part Time Is your position: Permanent / Temporary

Annual Salary: \_\_\_\_\_

Do you have any other income? \_\_\_\_\_ If yes, please provide details: \_\_\_\_\_

## Personal Reference

*Please give us details of someone who can provide you with a character reference. This should be from a professional person; non professional references will not be accepted. Your personal reference must not be a relative or current employer but can be a colleague.*

Reference Name: \_\_\_\_\_ Profession: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## Guarantor Details

*If you are under 25 years of age or cannot provide at least two of the requested references you must provide a guarantor who will guarantee your rent in the event that you do not pay or who will accept liability if you cause damage to the property. Your guarantor must be over 25 years of age and in full time employment.*

Name of Guarantor: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Relationship to Tenant: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Period of Employment: \_\_\_\_\_

## Next of Kin Details

*Please provide us with next of kin details who we can contact in case of an emergency.*

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

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## Confirmation

*We require you to confirm that you were satisfied with the condition of the property when you viewed it.*

At my viewing of the property, I found it to be in good condition and I am prepared to accept the property as it stands: Yes / No

If you answered NO to the above statement, please indicate **EXACTLY** what you require to be attended to in the property before you move in as it is often difficult to make changes once a landlord has agreed to an application. Please note that we **CANNOT** guarantee that the landlord will agree to complete these requests.

## Disclaimer

If you have not viewed the property, or someone else has viewed it on your behalf, we require you to sign the following disclaimer:

I hereby acknowledge that I intend to accept the property in its current condition, including proposed conditions of tenancy which have been stated without viewing. I accept that any subsequent conditions of tenancy will not be considered.

Signed: \_\_\_\_\_

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

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

## Insurance

A common mistake made by tenants is the assumption that their landlord's insurance will cover the cost if your property is broken into and any of your possessions are stolen. The landlord's insurance will only cover the building and their own contents. We recommend that you have your own personal contents insurance in place. We can arrange for someone to contact you with a no obligation quote.

Please tick here if you **do not** wish to be contacted by a specialist insurance company:

## Checklist

Please ensure that you have included the following with your application:

Photographic ID

Proof of Residency (dated in the last 3 months)

£25 Application Fee (payable at agreed stage)

## Declaration

I confirm that the information supplied, to the best of my knowledge and belief, is true. I have read and understood the Tenancy Application Process.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_