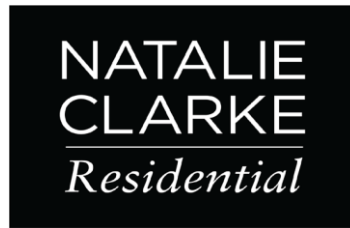


Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Holding Fee Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

First Months Rent Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_



## **NATALIE CLARKE RESIDENTIAL – LETTING CHECKLIST**

THE TENANCY AGREEMENT MUST BE SIGNED BY ALL PARTIES WITHIN 5 DAYS OF BEING ACCEPTED TO RENT THE PROPERTY. FAILURE TO DO SO WILL RESULT IN THE PROPERTY BEING READVERTISED.

### **Terms & Conditions:**

**We require 1 application form to be completed per adult tenant.**

**We require the following from each potential tenant.**

Please note your application will not be accepted unless it is completed in full (no exceptions) to include the corresponding information listed below, most notably points 1-7.

- 1. Application form** completed in full.
- 2. Signed Guarantor form & copy of their identification** – e.g. Passport/ Driving License.  
*These forms can only be signed by a Northern Ireland based homeowner.*
- 3. Copy of photographic identification** - e.g. driver's license or passport.
- 4. Copy of Student Card** - if applicable.
- 5. Proof of Address** - e.g. bank statement / utility bill.
- 6. Proof of affordability** – to include proof of employment where applicable (i.e. 3 most recent payslips) / proof of savings / proof of any additional income (i.e. student loan / grants etc)
- 7. Bank statement** – Most recent statement.  
*If you are accepted as a tenant, we will advise you and then request the following:*
- 8. A 'Holding Deposit' to the value of one month's rent** - Please ensure that you and your co-tenant(s) are happy with the property & the tenancy agreement in place before you pay this fee, as this holding deposit is strictly **non-refundable** if you change your mind or in any circumstance once you have been accepted as a tenant in writing - even if no application form has been submitted.  
Upon receipt of your signed lease & first month's rent, this holding deposit will become your security deposit, and will be lodged with the Tenancy Deposit Scheme (TDS) within 14 days as per legislation.  
*\*The only condition a 'Holding Deposit' is refundable is if you are declined as applicants for the property.*
- 9. One month's rent** – paid in advance – payable upon acceptance.
- 10. Signed lease** within 5 days of you being accepted to rent the property.

***Failure to carry out points 9 & 10 will result in the property being readvertised to rent and your holding deposit will not be refunded.***

**I have read and understood the above:**

**Applicant's signature:** \_\_\_\_\_

**Print:** \_\_\_\_\_

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

## **APPLICATION FOR PRIVATE TENANCY**

**Please print clearly as illegible forms will not be considered.**

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

Property Address:	
Proposed Rent (p.m):	£
Preferred Move in date:	
Furnishing Arrangement:	<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 any changes once your application has been approved.

--

### **(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:	
How many children will be sharing with you:		No. of Dependents	
Phone no:		Email:	

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

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

\*If the Tenant comprises more than one person, please nominate one of the tenants to be the "Lead Tenant" for the purposes of communicating 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 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](http://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
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 – please specify (£)
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:	
<b><u>PREVIOUS EMPLOYMENT DETAILS (If employed in current job for less than 3 years)</u></b>	
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
Are you current seeking Job seekers Allowance? If so, how much do you receive every 2 weeks?	£
Do you receive a career'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 & month 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 Northern Ireland homeowner.)

Name of Guarantor:		
Guarantor's Address:		
Guarantor's Telephone No:		
Relationship to applicant:		
Occupation:		
Employer:		
Telephone Number: / Mobile:		
E-mail Address		
NI Homeowner:	Yes:	No:
How long has guarantor lived at present address:		

**(K) Referee's Details**

Preferably a current/previous landlord or current employer.

Name of Referee:	
Referee's Address:	
Telephone Number:	
Occupation/ Relationship to applicant:	
How long has the referee known 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 GIVEN TO THE LANDLORD AND NOT HELD BY NATALIE CLARKE RESIDENTIAL.**

I confirm that all information supplied is true and will be the basis of any contract between Natalie Clarke Residential and myself and does not represent any offer between Natalie Clarke Residential and the prospective Tenant. I acknowledge and agree to Natalie Clarke Residential consulting with guarantors, references and employers as part of this application process, or at any stage during the tenancy, if deemed necessary. I authorise for NCR to complete a UK Sanction check in line with UK regulations. I understand that Natalie Clarke Residential may seek a bank or employers' 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 holding deposit paid (once accepted as a tenant) is strictly **non-refundable** in any event that I do not precede with the tenancy.

Strict confidence will be observed in the processing of 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- .....

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Witness signature - \_\_\_\_\_

Name of Guarantor- .....

Address of Guarantor- .....

.....

Email address of Guarantor- .....

Mobile No. of Guarantor- .....

Home No. of Guarantor- .....

Guarantor Signature - .....

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

(Subject to Contract / Subject to Lease)