

Today's Date: __/__/__

Rental Application Form

Subject to Contract

Thank you for choosing Premier Property Services to help find your new home. Please complete, sign and return this form along with any supporting material as soon as possible. In order to speed up the vetting process, please complete all sections in clear handwriting.

Advice on References

- In addition to the information provided within this form, we require all applicants to provide all documents as set out in the checklist below. Any references provided by you should be recently dated, signed and provide a contact number, email address or correspondence address.
- An application cannot be processed without appropriate written references. As standard policy, we require all applicants to provide an employer and previous/current landlord reference. All individuals supplied as references must be informed by the applicant that we may contact them and wish to speak to them directly.
- We cannot accept references from family members or friends.
- If the applicant is in receipt of housing benefit we would require recent 'Benefit Statement' from the Housing Executive, as well as statements showing all other benefits being received (JSA, child tax etc.). This will act instead of the employer's reference.

The Application Process

When completed, please return your application form and references to our office as soon as possible. You can find us at 28 Thomas Street, Armagh, BT61 7QB. Alternatively, you can email a scanned copy to lettings@premierpropertyni.com

In accordance with our obligations under the Money Laundering Regulations 2007, we also require all prospective tenants to provide original photographic identification (normally a driving license or passport) and evidence of home address (utility bill).

A copy of the references and application form will then be forwarded to the Landlord of the applied property for consideration. At the same time, we will process your application and make appropriate checks based on the information provided. All of our findings will then be forwarded to Landlord to supplement your application and references. As soon as the Landlord has made his/her decision, we will let you know.

Please ensure all the relevant documents are included as incomplete applications cannot be processed

Rental Application Form

Applicant 1:

TITLE: MR / MRS / MISS

SURNAME:

FIRST NAME/S:

CURRENT ADDRESS:

TIME AT ADDRESS:

PREVIOUS ADDRESS (IF LESS THAN 3 YEARS):

DATE OF BIRTH:

MARITAL STATUS:

NUMBER OF DEPENDENTS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

HOUSING BENEFIT ASSISTED: YES / NO

EMPLOYMENT STATUS: (delete where appropriate)
EMPLOYED / SELF EMPLOYED / UNEMPLOYED

PROFESSION:

PETS: YES / NO

SMOKER: YES / NO

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Applicant 2:

TITLE: MR / MRS / MISS

SURNAME:

FIRST NAME/S:

CURRENT ADDRESS:

TIME AT ADDRESS:

PREVIOUS ADDRESS (IF LESS THAN 3 YEARS):

DATE OF BIRTH:

MARITAL STATUS:

NUMBER OF DEPENDENTS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

HOUSING BENEFIT ASSISTED: YES / NO

EMPLOYMENT STATUS: (delete where appropriate)
EMPLOYED / SELF EMPLOYED / UNEMPLOYED

PROFESSION:

PETS: YES / NO

SMOKER: YES / NO

Employers Reference

Employer to complete and stamp with company stamp or type with headed paper.

Employee Details:

Name of Employee: _____

Length of Service: _____

Under notice of Termination? Yes / No (delete where appropriate)

Any issues with Employee? Yes / No (delete where appropriate)

Comments:

Employer Details:

Employer Name: _____

Position: _____

Company Address: _____

Contact Telephone Number: _____

Date: _____

Signature: _____

*All references are confidential.
Please return to our head office by post or email.*

Landlord Reference

Name of Tenant: _____

Property Address: _____

Period of Tenancy:

___/___/___ To ___/___/___

Are rental payments up to date? Yes / No (delete where appropriate)

Would you recommend this tenant? Yes / No (delete where appropriate)

Please comment:

Name: _____

Date: _____

Contact Number: _____

Signature: _____

If you wish to discuss this application with a member of our staff, please contact our office on (028) 3752 7774.

All references are confidential

Please return this to our office by post or email.