

# TENANCY APPLICATION FORM (PROF)

Thanks for choosing to rent a property through us. Please complete this form thoroughly so we can process your application as quickly as possible. Please note the following important points: -

- Before setting up any tenancy we will take up references on you before we approach the landlord of the property for their acceptance of your application. We undertake all references in house.
- It is essential that all the information requested is supplied and the form is complete and legible. Missing information will delay your application and endanger your tenancy.

## ADVICE ON COMPLETING THIS FORM

- You must supply full contact details for all referees. We will require contact telephone numbers, email address and postal address. This helps speed up the referencing process.
- If your employer has a Human Resources or Payroll Department, please use these details and not your line manager at work for your employment reference.
- Please ensure that all referees that you have given on this form have been advised that they will be contacted by us.

## PROCEDURE FOR SECURING A TENANCY

1. The Landlord has instructed us to act on their behalf in their absence to find suitable tenants.
2. Having viewed the property and arrived at the decision to make an application to rent, you are required to provide personal details ranging from your name and address to occupation and salary. You are required to provide financial, employer, character and Landlord references as we can only agree to a tenancy on behalf on a Landlord, subject to satisfactory replies from those referees. We will also process a credit check to establish your financial credibility. This is necessary for your prospective Landlord to confirm that, in all respects, your application is suitable and satisfactory.

**For your own guidance, you should be aware that to meet the required income to rent ratio your salary should be at least 2 ½ times the proposed annual rent.**

3. If you are unable to provide satisfactory references or your credit report is not satisfactory it may still be possible for you to rent the property, subject to a Guarantor being provided. Your Guarantor must be over 24, in full time employment and earning at least 3 times your proposed annual rent. The Guarantor will be contacted to ensure that they are aware of their obligations and they will be required to complete a Guarantor Application Form. They will need to meet satisfactory reference and credit checks and will be expected to sign a form to guarantee your legal commitments in the tenancy.
4. If you are claiming benefits of any kind you will require a Guarantor.
5. If you have County Court Judgements (CCJ's) registered against you, it may prove impossible to grant you a tenancy unless satisfactory evidence of the clearance of debt is produced prior to the commencement of the tenancy. If you have any such judgements registered against you but do not declare them on your application form, they will in any case be found on your credit report and your application will be rejected. You are therefore advised in all circumstances of known or suspected poor credit to discuss the situation fully at the outset so we may properly advise you of how your application may proceed, before you commit to any application fee.
6. You must provide proof of identification when submitting this application. We require a copy of your current Tenancy Agreement plus one form of photographic and one form of postal ID from the list provided at the rear of this form. All postal identification must be dated within the last three months.

Please initial opposite to confirm you have read, understood and agree to the above information.

## DEPOSITS & RENTS

7. Once we have received all your references back, and they are satisfactory you will be offered the tenancy of the property subject only to confirmation from the prospective Landlord of their acceptance of your application, the terms and conditions of the Tenancy Agreement, payment of agreed advanced rent and required security deposit.
8. Deposits and rents are required to be paid before your tenancy commences. We only accept payment by either cash, bankers draft, credit or debit card. Please note all credit card transactions will incur an additional fee of 2.5% and we do **NOT** accept cheques under any circumstances.
9. Your tenancy deposit acts as security for your performance of your obligations as a tenant under the terms of the Tenancy Agreement. The deposit will be returned to you at the end of your tenancy term, without interest and subject to any deductions that may be necessary to compensate the Landlord for any breach of the Tenancy Agreement.
10. Orchard Lettings are members of the Tenancy Deposit Scheme (NI). Deposits will be held in accordance with the rules of the Tenancy Deposit Scheme (NI). If you are accepted as tenants, you will be provided with the required statutory information regarding the holding of your deposit. For further information, please visit [www.tdsnorthernireland.com](http://www.tdsnorthernireland.com)

Please initial opposite to confirm you have read, understood and agree to the above information.	
--	--

## APPLICATION & HOLDING FEES

11. An application fee of £35.00 for a single occupant or £50.00 for a couple is now due and must be enclosed with this application. This fee is to cover our administration costs.
12. A reservation fee of £100.00 is also required to reserve the property for you for a period of 14 days. If you require longer than 14 days (i.e. you need to give your existing Landlord 4 weeks' notice before moving) you will need to pay the full first month's rent as your reservation fee. During this period the property will not be shown to any other person and the property will be placed 'under offer' and no other applications will be accepted.
13. Please note the maximum reservation period permitted is 30 days.
14. Once your application has been accepted we will use your reservation fee towards your security deposit.
15. If the Landlord of the property that you have applied for declines your application, we will refund you the full reservation fee paid.
16. If you decide **NOT** to proceed with your application, or exceed the maximum reservation period of 30 days your reservation fee will **NOT** be refunded to you.

## REFUND OF FEES

17. The only circumstances under which application and reservation fees will be refunded is if the Landlord rejects your tenancy application despite you having passed the required reference / credit checks, or if the Landlord cancels your tenancy prior to you moving in.
18. If you fail the reference / credit checks, or if you withdraw your application for any reason, or if you fail to meet the agreed move-in date, you are not permitted any refund of any fees or advanced rent paid.

Please initial opposite to confirm you have read, understood and agree to the above information.	
--	--

## BREAKDOWN OF FEE DUES

Below is a breakdown of the total monies due before your tenancy commences.

Application Fee	
Holding Fee	
<b>TOTAL AMOUNT DUE WITH APPLICATION FORM</b>	
First Month's Rent	
Security Deposit	
LESS – Holding Fee Already Paid	
<b>TOTAL AMOUNT DUE WHEN SIGNING TENANCY AGREEMENT</b>	

## CONTACT US

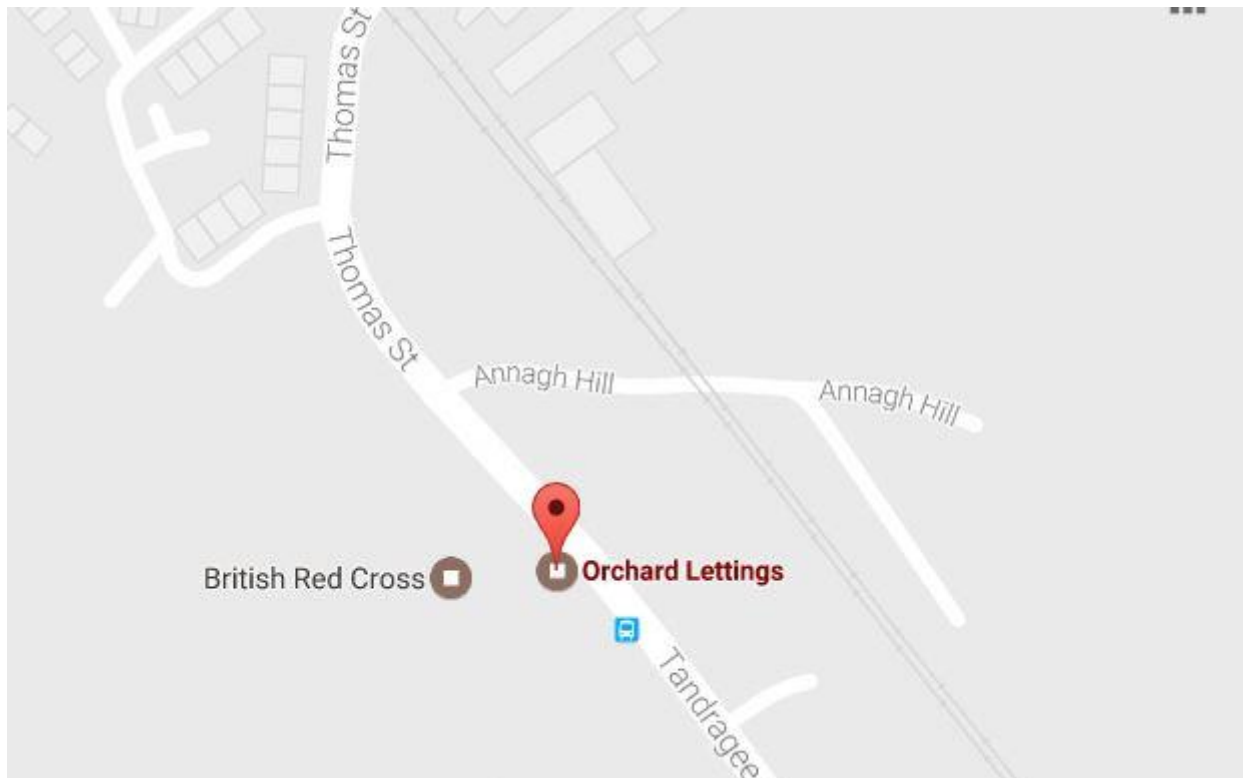
If there is any part of this form you require further information on, please contact us: -

**TEL:** 02838 355100

**EMAIL:** [info@orchardlettings.com](mailto:info@orchardlettings.com)

**WEB:** [www.orchardlettings.com](http://www.orchardlettings.com)

**ADDRESS:** 32 Tandragee Road, Portadown, Craigavon, Co. Armagh, BT62 3BQ



## ABOUT THE PROPERTY YOU WISH TO RENT

What is the address of the property that you wish to rent?			
How long do you want your initial Tenancy Agreement for?	<b>6 / 12 Months</b>	When would you like to move into the property?	

How did you find out about this property?			
Orchard Lettings Website		Property news	Property pal
Another Property Website		I Saw a To-Let Board Outside	Email / SMS from Orchard Lettings

## ABOUT YOU

What is your title?		What are your first name(s)	
What is your surname?		What is your date of birth?	
What is your landline number?		What is your mobile number?	
What is your email address?			
What is your National Insurance number?			

What is your current address? (including the postcode)			
How long have you lived at this address for?	Years	Months	
Why are you leaving this property?			
Are you a property owner?	Are you a private landlord tenant?	Are you a Housing Executive tenant?	
Are you living with your parents?	Are you living with family / friends?	Other	

**If you have not lived at your current address for 3 years or more, please supply us with your previous address(es) to cover a 3-year period.**

What is your previous address? (including the postcode)			
How long did you live at this address for?	Years	Months	
Did you own this property?	Did you rent this property from a private landlord?	Did you rent this property from the Housing Executive?	
Where you living with your parents?	Where you living with family / friends?	Other	

**If you have not lived at the above address for 3 years or more, please supply us with your previous address (es) to cover a 3-year period on a separate sheet.**

Do you have any adverse credit or County Court Judgements (CCJ's) against you?	<b>YES / NO</b>
If you answered yes to the above question, please give details and any other financial facts relevant to your application below:	

Will there be any smokers living in the property?	<b>YES / NO / OUTSIDE ONLY</b>	Will there be any pets at the property?	<b>YES / NO / OUTSIDE ONLY</b>
If there will be pets kept at the property, please give details on how many and what type(s) of pet(s) you have below:			

### OTHER PEOPLE LIVING WITH YOU

Please tell us about any other people who will be living in the property with you.

Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	

### YOUR LANDLORD DETAILS

If you rent the property you currently live in, please give contact details of your Landlord or the Agent that is managing the property on behalf of your Landlord.

Name		Contact Address	
Landline Number			
Mobile Number			
Email			

### YOUR EMPLOYMENT DETAILS

Please give details of your current employment. If you are self-employed, please supply details of your accountant.

I am employed full time		I am employed part time		I am self employed	
I am a student		I am retired		I am unemployed	

Company Name		Contact Address	
Contact Name			
Landline Number			
Email			

What is your job title?		When did you start this employment?	
Is your job permanent?		What is your payroll number?	
What is your gross annual salary?		Do you have any other income?	
If you have any other form(s) of income, please give details below: -			

**CHARACTER REFERENCE**

You need to give us details of somebody we can approach as a character reference. This CANNOT be a relative or your employer. Your character referee should be someone in a professional standing.

Name		Contact Address	
Contact Number			
How do you know this person?			
Email			

**NEXT OF KIN DETAILS**

Please supply us with details of a family member that we can contact in case of an emergency.

Name		Contact Address	
Contact Number			
What is your relationship?			
Email			

**BANK DETAILS**

Please supply us with details of the bank / building society account that you want your rent payments to be collected from.

Bank / Building Society Name		Branch Address	
Account Name			
Account Sort Code			
Account Number			

**PROTECTING YOUR CONTENTS**

Your Landlord will only have the buildings insured. Therefore, we strongly recommend that you have your own personal contents insurance in place. We can offer specialist contents insurance for tenants and can supply a quote should you require it.

Do you have your own insurance in place?	YES / NO	Would you like to receive a quote for insurance cover?	YES / NO
--	----------	--	----------

## CONFIRMATION

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

During your viewing of the property, did you find it to be in an acceptable condition, and you are prepared to accept the property as it stands?	YES / NO
--	----------

If you answered NO to the above statement, please detail below the item(s) that you would like attended to before the tenancy commences. Please note we CANNOT guarantee that the Landlord will agree to complete these works.

--

## IDENTIFICATION REQUIRED

To support your application, you must provide us with a copy of your current Tenancy Agreement and two forms of identification. One must be photographic and the other postal. All postal identification must be dated within the last three months. We ONLY accept the following forms of identification: -

ACCEPTED PHOTOGRAPHIC ID	✓	ACCEPTED POSTAL ID	✓
Current Drivers Licence		Utility Bill	
Current Passport or National ID Card		Bank / Building Society Statement	
Electoral ID Card		Telephone Bill (Mobile NOT Accepted)	

## DECLARATION

I / we understand that this application is NOT an offer of tenancy. This application is necessary to validate the details I / we have provided in support of our requirement of tenancy and, once a successful referencing pass has been received, the landlord will be requested to formally accept my / our application. No tenancy can be offered until such formal acceptance has been received by Orchard Lettings.

Please note that each application that wishes to be named on the tenancy must fully complete a separate application form. It is in your interest to complete this form clearly and accurately to avoid unnecessary delays in processing. Please be advised that all details will be checked and verified so it will assist in the prompt processing of your application if you contact the people who you have mentioned on this form, and request them to respond immediately to our reference requests.

I confirm that the information supplied, to the best of my knowledge and belief to be true. I consent to this information being verified by contacting the third parties in this form. I understand that the results of the findings will be forwarded to Orchard Lettings and the Landlord and may be accessed again should I default on any rental payment or apply for a new tenancy agreement in the future. I agree that Orchard Lettings may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address if the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and / or debt collection agencies to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside the EU for the purpose only of processing this reference application, notwithstanding such transfer, Orchard Lettings will remain the Data Controller for this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1966 and I understand that in any information within this application is found to be untrue, it is grounds for termination of the tenancy.

**Please sign below to confirm that you wish to apply to rent a property through Orchard Lettings, and that you agree to the above declaration.**

<i>Applicant Signature</i>	<i>Please Print Name</i>	<i>Date</i>
----------------------------	--------------------------	-------------