

TENANCY APPLICATION FORM

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 completed 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

- The landlord has instructed us to act on their behalf in their absence to find suitable tenants.
- 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 of 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 income should be at least 2.5 times the proposed annual rent.

- If you do not fully meet the affordability criteria or 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.
- 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 rating 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 reservation fee.
- You must provide proof of identification when submitting this application. We require 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 3 months.

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

DEPOSITS & RENTS

- 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.
- Deposits and rents are required to be paid before your tenancy commences. Full deposit will have to be paid upon acceptance of Tenancy by the landlord and tenant. We only accept payment by either debit card, cash or BACS. We do **NOT** accept cheques under any circumstances.
- 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.
- 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.

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

RESERVATION FEES

- 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.
- Please note the maximum reservation period permitted is 30 days.
- Once your application has been accepted, we will use your reservation fee towards your security deposit.
- If the landlord of the property that you have applied for declines your application, we will refund you the full reservation fee paid.
- 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

- 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 moving in.
- 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 to any refund of any fees or advance rent paid.

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

MARKETING PERMISSIONS

Orchard Lettings will use the information you provide on this form to update you about your tenancy application. With your consent, we would also like to contact you from time to time with relevant news, offers, and marketing information. Please tick the boxes below to let us know how you would like to hear from us. You can change your preferences or withdraw consent at any time.

Telephone		SMS / Text Message	
Email		Post	

MINIMUM TENANCY TERM

IMPORTANT - PLEASE NOTE:

All new Tenancies are offered with an initial fixed term of 12 months. Under the terms of our Tenancy Agreement, you will not be able to end the tenancy or vacate the property during this initial term. Should you leave before the end of the fixed term, you would remain liable for the rent due for the remainder of the 12-month period. Please advise us now if you are unable to commit to this duration.

ABOUT THE PROPERTY YOU WISH TO RENT

What is the address of the property that you wish to rent?

When would you like to move into the property?

Are you making a joint application for this property?

Yes / No

If you are making a joint application for this property, please give us the name of the other person applying with you.

Please Note: Each applicant must complete and submit a separate application form.

How did you find out about this property?

Orchard Lettings website		Propertypal		Another property website	
Facebook		I saw a To Let board outside		Email / SMS from Orchard Lettings	

ABOUT YOU

What is your full name?

Title	First	Middle	Last
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What is your date of birth?

What is your National Insurance number?

What is your mobile number?

What is your email address?

What is your current address? (please include the postcode)

When did you move into this property?

Month

Year

If you have lived at your current address for less than 3 years, please list your previous address or addresses until a full 3-year history is covered. Use the previous address sheet at the end of this form.

Why are you leaving this property?

What is your current residential status?

I am a property owner

I am a private landlord tenant

I am a Housing Association / Executive Tenant

I am living with my parents

I am living with a family member

I am living with a colleague / friend

Do you have any adverse credit or County Court Judgements (CCJ's) against you?

Yes / No

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 pets kept at the property?

Yes / No / Outside Only

If you answered yes OR outside only, please give details on how many and what type(s) of pet(s) you have.

Will there be any smokers living in the property?

Yes / No / Outside Only

OTHER PEOPLE LIVING WITH YOU

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

Name (First & Surname)	Relationship To You	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.

Landlord / Managing Agent Name

Landlord / Managing Agent Address

Landlord / Managing Agent Phone Number

Landlord / Managing Agent Email Address

YOUR INCOME DETAILS

Please select all the sources of income that apply to you. This could include employment, self-employment, pensions, or state benefits. Then complete the relevant section that applies.

I am employed		I am self-employed	
I receive a pension		I receive state benefits	

YOUR EMPLOYMENT DETAILS

Please provide details of your current salary along with your employer's name and contact information. This will help us confirm your income and assess affordability for your tenancy.

Employer Name			
Title	First		Last
Employer Address (please include the postcode)			
Employer Phone Number			
Employer Email Address			
Employment Contract Status			
I am employed full-time			I am employed part-time
Is your employment permanent?	Yes / No	When did you start this employment?	
What is your job title?			
What is your gross annual salary?	£	What is your payroll number?	

YOUR SELF-EMPLOYMENT DETAILS

Please provide details of your business and your income. We also ask you to provide a copy of your latest Tax Year Overview or other supporting documents as evidence.

What is the trading name of your business?	
What is the trading address of your business? (please include the postcode)	
What is your average annual income?	£

Do you have an Accountant or Bookkeeper?	Yes / No
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Accountant / Bookkeeper Name		
Title	First	Last

Accountant / Bookkeeper Address (please include the postcode)

Accountant / Bookkeeper Phone Number	
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Accountant / Bookkeeper Email	
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YOUR PENSION DETAILS

Please provide details of your pension income and any other regular income you receive. We also request that you upload a recent pension statement or award letter as proof.

Do you receive a state pension?	Yes / No	Amount received each month	£
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Do you receive a private pension?	Yes / No	Amount received each month	£
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YOUR BENEFIT DETAILS

Please give details of the benefits you currently receive. You will need to supply us with a copy of your award letter for each benefit received as proof of income.

Benefit Type	Amount Received	How Often Is This Paid?

YOUR BANK DETAILS

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

Bank / Building Society Name

Account Name

Branch Address

Account Sort Code

Account Number

CHARACTER REFERENCE DETAILS

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.

Character Reference Name

Title

First

Last

Character Reference Address (please include the postcode)

Character Reference Phone Number

Character Reference Email

How do you know this person?

YOUR NEXT OF KIN DETAILS

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

Next of Kin Name		
Title	First	Last

Next of Kin Address (please include the postcode)	

Next of Kin Phone Number	
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Next of Kin Email	
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What is your relationship to this person?	
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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.

SUPPORTING DOCUMENTS

To process your tenancy application, Orchard Lettings is legally required to carry out a series of identity, address and financial checks. To meet these obligations, you must provide supporting documents as outlined below. Please note that we cannot process your application until all required documents have been received.

Photographic Identification	
Please provide one valid piece of photographic identification, such as a current passport, a current UK or EEA driving licence, a national identity card, or a Northern Ireland electoral identity card.	

Proof of Address	
Please provide one document as proof of address, dated within the last three months . Acceptable documents include a recent utility bill (gas, electricity, water, or landline telephone), official Government correspondence.	

Proof of Income	
Please provide the last three months of bank statements to verify affordability. Please note your bank statement must show your monthly income being credited into it, and that bank statements cannot be used as proof of address.	

ADDITIONAL PREVIOUS ADDRESSES

Previous Address #1 (please include the postcode)

When did you move into this property?

Month

Year

Why did you leave this property?

What was your residential status at this property?

I was a property owner

I was a private landlord tenant

I was a Housing Association /
Executive Tenant

I was living with my parents

I was living with a family
member

I was living with a colleague /
friend

Previous Address #2 (please include the postcode)

When did you move into this property?

Month

Year

Why did you leave this property?

What was your residential status at this property?

I was a property owner

I was a private landlord tenant

I was a Housing Association /
Executive Tenant

I was living with my parents

I was living with a family
member

I was living with a colleague /
friend

ADDITIONAL PREVIOUS ADDRESSES

Previous Address #3 (please include the postcode)

When did you move into this property?

Month

Year

Why did you leave this property?

What was your residential status at this property?

I was a property owner

I was a private landlord tenant

I was a Housing Association /
Executive Tenant

I was living with my parents

I was living with a family
member

I was living with a colleague /
friend

Previous Address #4 (please include the postcode)

When did you move into this property?

Month

Year

Why did you leave this property?

What was your residential status at this property?

I was a property owner

I was a private landlord tenant

I was a Housing Association /
Executive Tenant

I was living with my parents

I was living with a family
member

I was living with a colleague /
friend

DECLARATION

I understand that this application **is not an offer of tenancy**. It is used to validate the details I have provided in support of our tenancy application. Once referencing has been successfully completed, the landlord will be asked to formally accept my application. No tenancy can be granted until such formal acceptance has been received by Orchard Lettings.

Each person wishing to be named on the tenancy agreement must complete a separate application form. It is in your interest to complete this form clearly and accurately to avoid unnecessary delays. All information provided will be checked and verified. To assist with prompt processing, please ensure that any referees you have provided are aware of our requests and respond quickly.

Verification and Data Use

I confirm that the information supplied is, to the best of my knowledge and belief, true and accurate. I consent to this information being verified by contacting the third parties listed on this form. I understand that the results of these checks will be shared with Orchard Lettings and the landlord and may be referred to again should I default on any rental payment or apply for a future tenancy.

I agree that Orchard Lettings may carry out searches with credit reference agencies for the purposes of tenant referencing, affordability assessments, and fraud prevention. These agencies will keep a record of the search. I understand that I may request the details of the credit reference agency used and may then apply to them directly for a copy of the information held.

In the event of my default on rent or other tenancy obligations, I understand that details may be recorded with credit reference agencies and may be shared with tracing companies and / or debt collection agencies for the purposes of recovering monies owed or establishing my whereabouts.

KYC and AML Compliance

In line with statutory Anti-Money Laundering (AML) requirements, Orchard Lettings is required to carry out Know Your Customer (KYC) checks on all prospective tenants, landlords and guarantors. This includes:

- Verification of identity and proof of address.
- Checking applicants against HM Treasury sanctions lists and Politically Exposed Person (PEP) registers.
- Reporting to the Office of Financial Sanctions Implementation (OFSI) where there is knowledge or suspicion of a designated person or sanctions breach.

These checks are mandatory, and we are unable to proceed with any tenancy application unless they are completed successfully.

False or Misleading Information

I understand that providing false or misleading information as part of this application may result in my tenancy application being refused or, if a tenancy has already been granted, steps being taken to terminate the tenancy in line with Northern Ireland tenancy law. Supplying false documentation may also amount to fraud and could be reported to the relevant authorities.

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

Print Name		Date	
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