

Accompanying Notes

1. Send all completed applications to: Applications@okeefeestateagents.com
2. This is an application form, not a tenancy agreement with you. This application form will be considered by the landlord, and you will be advised of the decision as soon as possible.
3. Should your application be declined, we are not liable to explain why.
4. Complete the application form in full. We will need at least one guarantor who has no financial links to you but can be related and should be in full-time employment, own their own home, and be a resident in Northern Ireland.
5. The minimum tenancy will be six months.
6. Where an application is made for a tenancy with or without Housing Benefit, the rent will be collected by standing order, monthly in advance.
7. Where an application has been made, we require a minimum of 2 references. These references must be from either an employer or a previous landlord / letting agent, preferably a letting agent. **(Relatives cannot be used as a reference.)**
8. We offer tenants' insurance for your belongings. Please ask for a free quotation with no obligation.
9. References must be contactable during office hours
10. If references cannot be contacted, we will go to the next application
11. Any additional furniture required must be noted at the back of the form under "Any Requirements".
12. If accepted for the property, the tenant & guarantor must be available during office hours for signing and 1 month's rent to be paid together with the Deposit upon signing for the property.
13. We will CONTACT YOU as soon as we have further information

Tenancy Application Form

About You

Your Name: _____

Your Address: _____

Your Telephone Numbers:
(Home) _____ (Work) _____ (Mobile) _____

E-Mail Address: _____ Date of Birth: _____

Your National Insurance Number: _____

Are you currently renting? Y / N Are you a homeowner? Y / N (please circle as appropriate)

Are you currently in receipt of help with rent, either housing or universal credit? _____

Are you a Smoker? Y / N Do you have any pets? If yes, specify: _____

Reason for leaving current property: _____

Your Family

How many dependants have you? _____ Who will be living with you? _____
(Please advise of age.)

Your Employment

Are you currently working? Y / N (Please tick as appropriate) If yes, specify: _____

What is the address? _____

How long have you worked there? _____ What is your job title? _____

What is your NET **monthly** salary? _____

Your Bank Details

Name(s) on Account: _____ Name of Bank: _____

Address of Bank: _____

Account Number: _____ Sort Code: _____

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Your Referees (At least 2 people, not related, who we can contact for referral information; it must be an employer or your current landlord/letting agent)

Referee 1

Name: _____

Address: _____

Telephone number: H _____ M _____

Relationship to you: _____

Referee 2

Name: _____

Address: _____

Telephone number: H _____ M _____

Relationship to you: _____

Your Guarantor (All our tenancies are guaranteed by a third party. They must be willing to sign the Tenancy Agreement.
This is NOT the same as a reference, although the same person will be allowed subject to certain conditions)

Name: _____

Address: _____

Telephone number: H _____ M _____

National Insurance Number: _____ Email: _____

Do you own or rent your property? Own () Rent () (please tick as appropriate)

Relationship to you: _____

Your Guarantors Employment

Are you currently working? (Y / N) (Please circle as appropriate.) If yes, where do you work? _____

What is the address? _____

Telephone number: _____ How long have you worked there? _____

What is your job title? _____

Property you are applying for

Address: _____ How long do you wish the tenancy to last? _____

When do you wish the Tenancy to start? _____

Consent

I hereby give my consent to references being obtained and consent that the information obtained may be shared with the landlord.

Applicants Signature: _____ Date: _____

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Any Requirements:
(e.g., Furniture required, etc.)