



**Neill**  
ESTATE AGENTS

## APPLICATION FOR FURNISHED/ UNFURNISHED RENTAL ACCOMMODATION

I/We would like to apply for the tenancy of (Property Address) \_\_\_\_\_

### APPLICANT(S) DETAILS

Full Name of occupant(s) \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

TEL.NO: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_ Does any one in the household smoke (Y/N)

EMAIL: \_\_\_\_\_ RENT: \_\_\_\_\_ RATES INCLUDED: YES/NO

Occupation: \_\_\_\_\_ Age ( if under 25) \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ If less than one year please state previous employment \_\_\_\_\_

Do you intend to claim Housing Benefit YES/NO Have you ever been or are you in the process of being declared bankrupt YES/NO

Proposed Commencement Date \_\_\_\_\_ Length of Term \_\_\_\_\_

No. of Occupants \_\_\_\_\_ (If children state ages) \_\_\_\_\_ Pets Yes/No  
Breed: \_\_\_\_\_

To Whom do you pay your rent/mortgage: \_\_\_\_\_

APPLICANT(S) SIGNATURE \_\_\_\_\_

### GUARANTOR DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Houseowner or Householder \_\_\_\_\_ Relationship To Tenant if any \_\_\_\_\_

Have you ever been or are you in the process of being declared bankrupt YES/NO

GUARANTOR'S SIGNATURE \_\_\_\_\_

**THIS FORM MUST BE ACCOMPANIED BY A COPY OF PHOTOGRAPHIC ID AND A TENANT ADMINISTRATION FEE OF £50.00 (INC. VAT).  
PLEASE NOTE THAT IF YOUR APPLICATION IS ACCEPTED YOUR GUARANTOR WILL HAVE TO PROVIDE A FORM OF ID WHEN SIGNING THE  
LEASE**

**Where applicable, a fee of £40.00 (inc VAT) will be charged for completion of Housing Benefit  
Documentation. Please note that there is an £8.75 + VAT fee for the successful applicant to register their deposit with the Tenant Deposit Scheme  
(TDS).**

**PLEASE NOTE IF YOU HAVE HALIFAX OR BANK OF SCOTLAND ACCOUNT PLEASE PROVIDE 3 MONTHS BANK STATEMENTS WITH YOUR  
APPLICATION AS THEY DO NOT ISSUE BANK REFERENCES. PLEASE PROVIDE US WITH YOUR RECENT CREDIT RATING FROM CLEAR SCORE.  
PLEASE NOTE IF TENANTS REQUIRE ANY IMPROVEMENTS OR ALTERATIONS UNDERTAKEN TO PROPERTIES THEY ARE APPLYING FOR, THEY MUST  
REQUEST THESE AT THE TIME OF APPLYING OTHERWISE WE CANNOT GUARANTEE THESE TO BE DONE DURING THE TENANCY  
I/WE HAVE READ AND UNDERSTOOD THE TERMS & CONDITIONS - SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**

Applications usually take 7-10 days to be processed.

Please make sure the reference consent form 12A at the rear is also signed by both parties



## ~ Terms & Conditions ~

Thank you for your application. Our vetting procedure normally takes 7-10 days, however occasionally Building Society references can take longer. **By completing and signing this application form you consent to us sharing the information contained in this document together with your credit score and bank reference with the landlord. This is to allow them to make a decision on any potential tenancy.**

Should your application be successful, we will require you and your guarantor to attend our offices to sign the Tenancy Agreement. Please note that we accept a Bankers Draft or debit card payment for the initial amount of deposit and rent for the first month. Cash is acceptable but will incur a handling fee of £10.00.

All successful applicants will be required to provide one month's rent, plus a deposit equivalent to 1 month's rent at the commencement of the tenancy as long as a suitable guarantor is provided. Should a guarantor not be provided then a month's rent and a deposit equivalent to 2 month's rent is required.

Letting Agents are required by law to register all tenant deposits with Tenancy Deposit Scheme (TDS) Northern Ireland. All deposits taken for private tenancies will be subject to Tenancy Protection Regulations. This not-for-profit scheme has been introduced to safe guard your deposit in the event of a dispute arising at the termination of your tenancy. For this, we must pass on to you the mandatory TDS fee of £10.50 which should be paid with the initial amount for deposit and rent.

**PLEASE NOTE IF TENANTS REQUIRE ANY IMPROVEMENTS OR ALTERATIONS UNDERTAKEN TO PROPERTIES THEY ARE APPLYING FOR, THEY MUST REQUEST THESE AT THE TIME OF APPLYING OTHERWISE WE CANNOT GUARANTEE THESE TO BE DONE DURING THE TENANCY**

### **Future rental payments will be taken by Direct Debit only.**

When you attend our offices, please take time to carefully read the Tenancy Agreement before signing. This legally binding document outlines your responsibility as a tenant to both Neill Estate Agents LLP and the landlord.

We would draw your attention to the following points:

1. You will always be required to give one month's written notice prior to vacating a property. Verbal notice is not acceptable and it is your responsibility to ensure we receive the notice and you retain proof of delivery. Ideally, someone in our office should sign a copy for you to retain.
2. We will not accept termination notices if you are attempting to end your tenancy before the end date specified on your lease.
3. **At the end of your tenancy, please ensure to contact Royal Mail to have your post re-directed. Neill Estate Agents are not responsible for any post delivered to the property you have vacated; we do not accept or hold post for former tenants nor do we call to the property to collect post for former tenants.**
4. Take time to check your Condition Report. This document is used to protect your deposit.
5. Rates are payable on all tenancies. Sometimes these are included in the rental amount but usually they are stated separately in addition to the rent. This is specified on your Tenancy Agreement and you should check it before signing. If not included in your rent, there will be a small increment on the rates annually in line with the rates assessment issued for each property.
6. **All rents are payable by Direct Debit.** Rent should be paid no later than the 7<sup>th</sup> of each month; late payment will incur a fee of £25.00.
7. All repairs should be referred to Neill Estate Agents LLP or your Landlord. You may arrange repairs or engage a contractor **in emergency situations only**; emergency is defined as a situation which presents imminent or significant danger to you or the property.

Before enjoying your new property:

- Contact Power NI: 03457 455 455 or Airtricity: 0845 601 9093 to transfer the electric supply into your name or register for a Pay As You Go card (this may take a few working days)
- Contact Airtricity or Firmus Energy: 028 9442 7801 to transfer the gas supply into your name or register for a Pay As You Go card.
- Check the level of oil in your tank and order oil if required to avoid air locks which are the responsibility of the tenant.
- Contact BT or other service provider for a phone connection if required.

**The Letting Team**  
**Neill Estate Agents LLP**