

Prime Property (NI) Limited

Individual Application

SECTION 1 – TO BE COMPLETED BY THE LETTING AGENT

Rental property address

Address line 1: _____

Address line 2: _____

Address line 3: _____

Postcode: _____

Tenancy details

Tenancy Term: _____

Monthly Rental: £_____ Rent share for applicant £_____

No. of tenants:
to be referenced _____

Proposed tenancy
start date: _____ / _____ / _____

Is the Property Let Only Fully Managed

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SECTION 2 – TENANTS PERSONAL DETAILS

Title: _____

First Name: _____

Middle Name(s): _____

Surname: _____

Date of birth: ____ / ____ / ____

Marital Status: Married / Divorced / Not Married

Contact details:

Mobile number: _____

Contact number: _____

E-mail address: _____

If you have ever been known by another name _____ please confirm it here

General

Nationality _____

Do you have a criminal record? **Yes / No**

Have you ever been evicted from or asked to leave a property you were renting for any reason? **Yes / No**

If **Yes**, please give details: _____

Address (You must provide **three** years address history)

Present Address

Address line 1: _____

Address line 2: _____

Town: _____

Postcode: _____

Time at address: _____ years _____ months

Address Status: Owner / Rented / Living with Parents or Friends
(circle) Other

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SECTION 2 – TENANTS PERSONAL DETAILS continued

Previous Address 1:

Address line 1: _____

Address line 2: _____

Town: _____

Postcode: _____

Time at address: _____ years _____ months

Address Status: Owner / Rented / Living with Parents or Friends
(circle) Other

Previous Address 2:

Address line 1: _____

Address line 2: _____

Town: _____

Postcode: _____

Time at address: _____ years _____ months

Address Status: Owner / Rented / Living with Parents or Friends
(circle) Other

SECTION 3 – CURRENT LANDLORD / LETTING AGENT

Name of Landlord / Agent: _____

Telephone Number: _____

Fax: _____

Email: _____

Address line 1: _____

Address line 2: _____

Town: _____

Postcode: _____

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SECTION 4 – OTHER OCCUPANTS / FURTHER INFO

Details of other people who will be staying in the property

Number of adults: _____ No of children: _____

Name: _____ Date of Birth _____

Name: _____ Date of Birth _____

Name: _____ Date of Birth _____

Name: _____ Date of Birth _____

Are any of the occupants Smokers? **Yes / No**

Do you have any pets? **Yes / No**

If **yes** please provide details: _____

EMERGENCY CONTACT: Please provide details of your Next of Kin

Next of Kin name: _____ Contact number: _____

e-mail address: _____

Home address: _____

Relationship to tenant: _____

SECTION 5 – Tenant Credit Information (if applicable)

Please note: Failure to disclose adverse credit could affect your application

Adverse Credit

Do you have any current/historic or pending adverse credit? **Yes / No**

If **Yes**, give details _____

Do you have any CCJs or Court Decrees? **Yes / No**

If **Yes**, give details _____

Have you ever been declared bankrupt or any IVA's,etc? **Yes / No**

If **Yes**, give details _____

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SECTION 6 – EMPLOYMENT DETAILS

Current Employment Status Employed / Unemployed / Self Employed Retired / Contract Work
(please **circle**) Temp Worker / Student / Independent Means

NOTE: If Self-Employed, Director of your own Company, Retired, Independent Means, go to Section 7

Name of company: _____ Position _____

Gross Salary £ _____ Overtime £ _____ Bonus £ _____

Car allowance £ _____ Shift allowance £ _____

Payroll No _____ Start Date __ / __ / __ Full Time / Part Time (circle)

Address line 1: _____ Address line 2: _____

Town: _____ Postcode: _____

Contact name: _____ Email: _____

Contact Number: _____ Fax: _____

Is your current position going to change in the near future **Yes / No**
If **yes**, please complete below

Future Employment Details

(please complete if your current position is due to change in the near future)

Future Employment Status Employed / Unemployed / Self Employed Retired / Contract Worker
(please **circle**) Temp Worker / Student / Independent Means

Name of company: _____ Position you will hold _____

Gross Salary £ _____ Overtime £ _____ Bonus £ _____

Car allowance £ _____ Shift allowance £ _____

Payroll No _____ Start Date __ / __ / __ Full Time / Part Time (**circle**)

Address line 1: _____ Address line 2: _____

Town: _____ Postcode: _____

Contact name: _____ Email: _____

Tel Number: _____ Fax: _____

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SECTION 7 – ACCOUNTANT / PENSION PROVIDER

Self Employment / Retirement / Independent Means
(please circle)

If Self-employed will accountant be verifying income? **Yes / No**

Self-employed income £ _____

Does the applicant have a private pension? **Yes / No**

Name of Accountant: _____

Pension Company details

(complete if you are in receipt of pension income)

Name of Pension Company: _____

Pension Policy No: _____

Pension amount £ _____

Address line 1: _____

Address line 2: _____

Town: _____

Postcode: _____

Contact name: _____

Email: _____

Contact Number: _____

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SECTION 8 – DECLARATION

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for Let Alliance to contact me in respect to this application if required. I have read and agree to be bound by the above terms.

The details provided by you will be held by **Let Alliance** and may be used to keep you up to date on our products and services and those of the Let Alliance and other organisations we believe will be of interest to you. If you would prefer not to receive this information, please tick above box.

Signature: _____

Date: _____

Print name: _____

PLEASE RETURN THIS APPLICATION FORM TO YOUR LETTING AGENT

PLEASE ENCLOSE A £40 ADMIN FEE WITH EACH APPLICATION TO COVER THE COST OF REFERENCING. EACH TENANT MUST COMPLETE A SEPARATE APPLICATION FORM. WE CAN'T PROCESS YOUR APPLICATION WITHOUT THIS FEE.