

## TENANT APPLICATION FORM

General Information					
<b>Proposed Property:</b>					
<b>Number of Occupants:</b>		<b>Adults:</b>		<b>Children:</b>	
<b>Term of Lease:</b>		<b>Monthly Rent:</b>		<b>Security Deposit:</b>	
<b>Any Pets? If yes, please specify:</b>					

General Notes
<p>Please note that at this stage of the process, <b>each applicant</b> must supply the following information:</p> <ul style="list-style-type: none"> <li>a) Present Employer <b>written reference</b>;</li> <li>b) Previous Landlord <b>written reference</b>;</li> <li>c) Photo ID per applicant.</li> </ul>
<p>This application is <b>not</b> a contract and is <b>not</b> a guarantee of acceptance. We cannot proceed with any application until all references have been received by our office.</p> <p><b>NB:</b> Any information supplied in this application will be held and stored for 90 days. Should your application be successful, it will be stored for up to 10 years, as per Government Regulations. Please tick to acknowledge that you consent to these requirements. <input type="checkbox"/></p>

Applicant Details No.1				
<b>General Details:</b>	<b>Full Name:</b>		<b>D.O.B:</b>	
	<b>Current Address:</b>		<b>Email Address:</b>	
	<b>PPS:</b>		<b>Mobile Tel:</b>	
<b>Current Landlord/ Letting Agents:</b>	<b>Name:</b>		<b>Mobile Tel:</b>	
	<b>Current Address:</b>		<b>Email:</b>	
<b>Employment Details:</b>	<b>Name:</b>		<b>Position Held:</b>	
	<b>Address:</b>		<b>Length of Time Employed:</b>	
	<b>Tel:</b>		<b>Email:</b>	
<b>Signed:</b>				
<b>Date:</b>				

**TENANT APPLICATION FORM**

Applicant Details No.2				
<b>General Details:</b>	<b>Full Name:</b>		<b>D.O.B:</b>	
	<b>Current Address:</b>		<b>Email Address:</b>	
	<b>PPS:</b>		<b>Mobile Tel:</b>	
<b>Current Landlord/ Letting Agents:</b>	<b>Name:</b>		<b>Mobile Tel:</b>	
	<b>Current Address:</b>		<b>Email:</b>	
<b>Employment Details:</b>	<b>Name:</b>		<b>Position Held:</b>	
	<b>Address:</b>		<b>Length of Time Employed:</b>	
	<b>Tel:</b>		<b>Email:</b>	
<b>Signed:</b>				

OFFICIAL USE ONLY			
<b>Commencement Date:</b>		<b>Agreed Rental Amount:</b>	
<b>Landlord Name:</b>		<b>Rent Collected by us?</b>	
<b>ESB Readings:</b>		<b>MPRN:</b>	
<b>Gas Readings:</b>		<b>GPRN</b>	
<b>Signed:</b>		<b>Date:</b>	

LEASING PACK CHECK LIST – OFFICIAL USE ONLY					
<b>Tenant Application:</b>		<b>Letter of Engagement:</b>		<b>References x2:</b>	
<b>Leases x2:</b>		<b>RTB Application:</b>		<b>Utility Form:</b>	
<b>Meter Photos:</b>		<b>Signed Inventory:</b>		<b>Data Protection Form:</b>	
<b>Standing Order Mandate:</b>		<b>Copies of Photo I.D:</b>		<b>Letter of Thanks:</b>	
<b>Bank Details:</b>		<b>Statement:</b>		<b>Rental Invoice:</b>	