

## Tenant Application Form – Subject to Contract

Thank you for choosing Tom Henry & Co Estate Agents to help find your new home. Please complete, sign and return this form along with any supporting material as soon as possible. In order to speed up the vetting process, please fill out all sections in legible handwriting.

### Advice on Referees:

- In addition to the information provided within this form, we require all applicants to provide all documents as set out in the checklist below. Any references provided by you should be recently dated, signed and provide a contact number, email address or correspondence address. Hand written references are acceptable.
- An application **cannot** be processed without appropriate written references. As standard policy, we require all applicants to provide an Employer reference (If applicable). All individuals supplied as references must be informed by the applicant that we may contact them and wish to speak with them directly.
- We cannot accept references from friends or family members.
- If the applicant is in receipt of housing benefit we would require a recent 'Benefit statement' from the Housing Executive. This will act instead of the employer's reference.

### The Application Process:

- When complete, please return your application form and written references to our office as soon as possible: 26 Church Street, Dungannon, Co. Tyrone, BT71 6AB. Alternatively, you may email a scanned copy to [info@tomhenryandco.com](mailto:info@tomhenryandco.com)
- **In accordance with our obligations under the Money Laundering Regulations 2007, we also require all prospective tenants to provide original photographic identification (normally a passport or driving licence) and evidence of a home address (normally a utility bill).**
- A copy of the references and application form will then be forwarded to the Landlord of the applied property for consideration. At the same time, we will process your application and make appropriate checks based on the information provided. All of our findings will then be forwarded to the landlord to supplement your application and references. As soon as the Landlord has made his or her decision we will let you know.

**\*Please ensure all relevant documents are included as incomplete applications cannot be processed\***

### Tenancy Approved and Deposits:

As soon as the landlord has made a decision on your application for a rented property we will contact you straight away. If successful we would ask that you bring into our office a security deposit equivalent to one month's rent for the property. **We are unable to "Let Agree" a property until a deposit is received.** This payment can be made by cash, cheque or via bank transfer – Details provided on request. Cheques should be made payable to "Tom Henry & Co".

### Admin Fee:

**\*An application fee of £20.00 is charged per application and must be submitted along with the application.\***

This cost covers the administrative costs and all relevant checks carried out during the vetting process including credit and reference checks. Payment should be made by cash or cheque only, with cheques made payable to 'Tom Henry & Co'.

Once an application has been made, the administration fee is non-refundable. When you have submitted a completed application form & paid an admin fee you will be furnished with an application number and not required to complete a further application for any of our rental properties. Application forms & Admin fee are not property specific.

**\*DO NOT LOSE YOUR APPLICATION NUMBER\***

## Rental Application Checklist:

- 1 Recent Pay slip (1 from each employed applicant).**
- Admin Fee - £20.00 – Cash or Cheque.**
- Employer Reference or Benefit Statement.**
- Photographic Identification – Driving Licence or Passport.**
- Previous Landlords reference & Character reference (Written).**
- Recent Bank Statement / Utility Bill – Proof of Current Address.**

<b>For Office Use Only</b>	
<b>Application Fee Paid:</b>	
<b>Application Number:</b>	

**Section 1:**

Address of property you wish to rent:	
---------------------------------------	--

**Section 2:**

Title:		Forename (s):	
Surname:		Date of birth:	
Home phone number:		Mobile number:	

Email Address	
---------------	--

What is your current address?		Postcode:							
-------------------------------	--	-----------	--	--	--	--	--	--	--

How long have you lived at this address for?		Years		Months	
--	--	-------	--	--------	--

Reason for leaving?	
---------------------	--

**Which best describes you at your current address?**

A property owner?		A Housing Executive tenant?		A private landlord tenant?	
Living with parents?		Living with friends?		Other (Please specify):	

Where did you live before you current address?		Postcode:							
--	--	-----------	--	--	--	--	--	--	--

How long did you live at this address for?		Years		Months	
--	--	-------	--	--------	--

**Which best described you at your previous address?**

A property owner?		A Housing Executive tenant?		A private landlord tenant?	
Living with parents?		Living with friends?		Other (Please specify):	

Do you have any County Court Judgements (CCJ's) registered against you?	<b>Yes / No</b>
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 smokers living at the property?	Yes / No	Will there be any pets kept at the property?	Yes / No
If there will be pets kept at the property, please give details below on how many and what type(s) of pet(s) you have:			

### 3 Other People Who Will Be Living With You

Please tell us about any other people who will be living in the property with you by supplying their names, date of birth and relationship to you below:

Full Name:		Date of Birth		Relationship	
Full Name:		Date of Birth		Relationship	
Full Name		Date of Birth		Relationship	
Full Name		Date of Birth		Relationship	

### 4 Your Current Landlord's Details

If you rent the property you currently live in, please give details of your Landlord or the Estate / Letting Agency managing the property on behalf of your Landlord.

Landlord / Agent Name:		Contact Address:	
Landline Number:			
Mobile Number:			
Landlord / Agent email address:		How much rent are you currently paying?	£

### 5 Your Employment & Income Details

Please give details of your current employer. If you are self-employed, please give details of your accountant. If you are currently unemployed, please go to section b.

Are you employed full time?		Are you employed part time?		Are you self-employed?	
Are you retired?		Are you unemployed?		Are you living by independent means?	

**5a Your Employers Details**

Please give details of your current employer. If you are self-employed, please give details of your accountant. If you are currently unemployed, please go to section b.

Contact Name:		Contact Address:	
Company Name:			
Contact Position:			
Contact Number:			
Contact email:			

**5b Benefit Entitlement**

Please provide details of all benefits which you are currently in receipt of. *A copy of your Benefit Decision Notice is required and should be attached to this application.*

Type of Benefit	How much are you entitled to?	How often is this paid?

**6 Character Reference**

You need to give us details of somebody we can approach for a character reference. This **CANNOT** be a relative or your employer. Your character reference should be someone in a professional standing.

Contact Name:		Contact Address:	
Landline Number:			
Mobile Number:			

**7 Next of Kin Details**

Please give us details of a member of your family we can contact in case of an emergency.

Contact Name:		Contact Address:	
Landline Number:			
Mobile Number:			

**Declaration**

I confirm that the information supplied, to the best of my knowledge and belief to be true. I consent to this information being verified by contacting the third parties in this form. I understand that the results of the findings will be forwarded to Tom Henry & Co Ltd. and their Landlord client and may be accessed again should I default on any rental payment or apply for a new tenancy agreement in the future.

I understand that in the event of any default by me of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and / or debt collection agencies in order to recover any monies due or to tracemy whereabouts. I understand that the information provided by me may be transferred to a country outside the EU for the purpose only of processing this reference application, notwithstanding such transfer, Tom Henry & Co Ltd. will remain the Data Controller for the purpose of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1966 and I understand that in any information within this application is found to be untrue, it is grounds for termination of the tenancy.

Please sign below to confirm that you wish to apply to rent a property through Tom Henry & Co Ltd. and that you agree to the above declaration.

<b>Applicant 1</b>	<b>Print Name</b>	<b>Date</b>
<b>Applicant 2</b>	<b>Print Name</b>	<b>Date</b>

**TOM HENRY & CO**  
26 CHURCH STREET  
DUNGANNON  
CO. TYRONE  
BT71 6AB  
T:02887726992  
F:02887726460  
info@tomhenryandco.com



*working harder to make your move easier*

## **EMPLOYERS REFERENCE**

**PLEASE COMPLETE AND STAMP WITH COMPANY STAMP OR TYPE ON HEADED PAPER**

NAME OF EMPLOYEE: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

LENGTH OF SERVICE: \_\_\_\_\_

UNDER NOTICE OF TERMINATION? YES / NO

ANY ISSUES WITH EMPLOYEE? YES / NO

PLEASE GIVE DETAILS:

SIGNED BY: \_\_\_\_\_

COMPANY STAMP:

PRINT: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**N.B. ALL REFERENCES ARE TREATED STRICTLY CONFIDENTIAL**

**PLEASE RETURN THIS TO EMPLOYEE OR FORWARD TO OUR OFFICE BY POST OR FAX**

**TOM HENRY & CO**  
**26 CHURCH STREET**  
**DUNGANNON**  
**CO. TYRONE**  
**BT71 6AB**  
**T:02887726992**  
**F:02887726460**  
**info@tomhenryandco.com**



*working harder to make your **move** easier*

## **LANDLORDS REFERENCE**

**NAME OF TENANT:**

**PROPERTY ADDRESS:**

**PERIOD OF TENANCY:**

/ / TO / /

**ARE RENTAL PAYMENTS UP TO DATE? YES/ NO**

**WOULD YOU RECOMMEND THIS TENANT? YES/ NO**

**PLEASE COMMENT:**

**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**IF YOU WISH TO DISCUSS THIS APPLICATION WITH A MEMBER OF OUR STAFF PLEASE CONTACT OUR OFFICE ON THE ABOVE NUMBER**

**PLEASE RETURN THIS REFERENCE BY POST OR FAX OR EMAIL**

**N.B. ALL REFERENCES ARE TREATED STRICTLY CONFIDENTIAL**