

## Information for all applicants

An application form must be filled in for each person wishing to rent the property.

Each completed application should be given to one of our agents along with a £35 non-refundable application fee per person applying. The payment of an application fee does not guarantee a prospective tenant the property

If you are a student, unemployed or under 25 years of age you must provide a guarantor. Guarantors must be over 25 years of age and in full time employment. All guarantors will be contacted to ensure that they are aware of their obligations and they will be required to sign a guarantor agreement to guarantee your legal commitments in the tenancy.

Please note there are different forms for students. Please ensure you have completed the correct form. If you require a different form please contact the office, this can be either emailed or posted to you. All application forms are also available from our website.

The box below should be filled in to ensure Connolly Longhurst can provide the landlord with full details of prospective tenants.

Address of Property _____	
Term of Tenancy _____	Commencement Date _____
Number of People to Occupy the Property _____	
Name _____	Occupation _____
Name _____	Occupation _____
Name _____	Occupation _____
Name _____	Occupation _____
Name _____	Occupation _____
Name _____	Occupation _____
Monthly Rent _____	

# Student Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

Date:

## 1. Property Details (Address to be let)

Property address

Tenancy period

months

Tenancy start date

No of applicants

Total rent

£

per

Rent for this applicant

£

per

## 2. Primary applicant Details (All fields marked \*\* MUST be completed)

Title\*\*

First name\*\*

Initials

Surname\*\*

Date of birth\*\*

NI Number (or overseas equivalent)

Gross annual salary/income

£

Current address\*\*

Current address (cont)

Postcode\*\*

Time at address

years

months

Occupation\*\*

Contact number\*\*

Mobile telephone number

Marital status (e.g. single/married)

Address status: Owned/mortgaged

Rented

(provide landlord details at Section 5)

Family/friends

Names of additional tenants entering this agreement \*\*

Age (if under 18)

Share of rent

Are you or any of the above named a smoker? Yes  No

Do you have any pets? Yes\*  No

Have you had any rent arrears in the past 6 years? Yes\*  No

\* Details of any Judgments, arrears and/or pets should be included within section (12).

### 3. Previous Address (If at current less than 6 years\*)

Previous address

Previous address (cont)

Postcode

Time at address

years

months

### 4. University Details

University you attend

Name of course

Current year of course

Course length

years

### 5. Employment / Occupation details (Employed/Self employed)

Employment status (e.g. permanent)

Name of organisation

Employment dates

From

To

Position held

Contact name

Contact position

Address

Contact telephone number

Contact fax number

Contact E-mail address

### 6. Current landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

### 7. Character Referee (Non relative known for 3 years+)

Referee name

Relationship (e.g. previous employer)

Time known

years

Address

Contact number

Fax number or E-mail address

**A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE**

## 8. Guarantor

OPTIONAL

<b>Title</b>	<b>First name</b>	<b>Surname</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>		<b>Postcode</b>
<input type="text"/>		<input type="text"/>
<b>Contact no</b>	<b>Income status (e.g. self/employed, retired)</b>	
<input type="text"/>	<input type="text"/>	
<b>Employment (e.g. self/emp, retired)</b>	<b>Employer's contact name^</b>	<b>Employer's contact no^</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

We will contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity.  
^ Please leave blank if unknown or inapplicable. An accountant or solicitor may be entered if self employed.

## 9. Bank Details

<b>Account holder name</b>	<b>Account number</b>	<b>Sort code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Banker's address</b>		
<input type="text"/>		

## 10. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

OPTIONAL

<b>ID Type (e.g. passport)</b>	<b>Reference / Account number</b>	<b>Issuer (Utility only e.g. PowerNI)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 11. Authorisation

The details supplied by you are checked against those held on agency databases for the purposes of pre-tenancy/lease selection. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise Connolly Longhurst Estate Agents Ltd to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

<b>Signed</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>
	<b>Name</b>
	<input type="text"/>

## 12. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

## Guidance & Information

- Section 2 must be completed. This is the minimum amount of information required to assess an application.
- Married couples should add the highest earner as the primary applicant.
- Validating postcodes before submitting this form will speed up processing times
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission.
- Unemployed & student applicants should include a Guarantor unless proof of alternative funding can be provided.
- Applicants with low incomes may be required to provide details of a suitable Guarantor.
- The Guarantor provided must be a homeowner and agree to act in this capacity. An affordability assessment will be performed during processing.
- The applicant's signed or verbal permission & identification **must** be obtained prior to submission of this application.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- You should, where possible advise referees that we will be contacting them as this will reduce delays.
- National Insurance number, monthly rental value and referee sections are optional.
- Any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place or offered.

Prospective tenants requiring further information relating to the completion of this form can contact us via the following methods.

E-mail – [info@connollylonghurst.com](mailto:info@connollylonghurst.com)

Tel – +44 (0)2890 918 844

**Please hand this completed form to our rental agent**

Connolly Longhurst Estate Agents Ltd © 2016