

Bladon & Co.

RESIDENTIAL PROPERTY CONSULTANTS

APPLICATION FOR PRIVATE TENANCY

(A) Property details:

Property Address	
Proposed Rent (p.m.)	£
Preferred Move in date	/ /
Rental Period	6 months / 12 months / Other:
Furnishing arrangements	Furnished / Unfurnished / Other:

If your application is successful the property is let as seen, however if you have any specific requirements please note them below as the landlord may not agree to any changes once your application has been approved.

(B) Your Personal Details:

Title:		First Name:	
Middle Names:		Surname:	
Date of Birth (dd/mm/yyyy):		Marital Status:	
National Insurance No:		Maiden Name:	
Sex:		Number of Dependents:	
Phone (Home):		Mobile:	
Phone (Work / daytime):		E-Mail:	

Next of Kin or Emergency Contact (must not be person residing with you and must be in the UK)

Relationship to you:	
Name:	
Address:	
Postcode:	
Telephone No:	
Fax No/E-mail:	

(C) Your Employment details:

Status (Circle One):	Employed Self Employed On contract Retired Student Unemployed
Length of Employment:	
Type of Employment:	Full Time Permanent / Part Time Permanent / Full Time Temporary / Part Time Temporary
Employer Name & Address:	
Job Role / Title:	Salary or Weekly pay (£)
Payment Date	Contract hours per week
Is your employment to change in the near future? If yes please specify.	Yes / No
If you have additional income please state how much:	
Are you in ownership of a life / critical illness policy:	Yes / No

Previous Employment details (if employed in current job for less than 3 years):

Company Name:	
Address:	
Tel:	
Commencement date:	
Departure Date:	

Accountant/Auditor details if self-employed

Practice Name :	
Address :	
Telephone:	

NIHE - Housing Executive Applicants

Are you currently receiving Housing Benefit?	Yes / No
How much do you receive every 4 weeks?	£
Is the payment currently paid to you or your landlord?	You / Landlord
Do you have to top up the rent each month?	Yes / No
If yes how much?	£
Are you currently receiving Job Seekers Allowance?	Yes / No
How much do you receive every 2 weeks?	£
Do you receive a carer's allowance, If so how much per week?	£
Do you receive child benefit, If so how much per week?	£
If you have additional income please state how much:	£

(D) Banking Details (for referencing & drafting your standing order form)

Bank Name:	Name on Account:
Address:	Sort Code:
Type of account:	Account No:
How long have you held this account?	
How many credit cards do you have?	
Have you any current historic or pending adverse credit? If yes please supply details, attach a separate sheet if necessary.	Yes / No

(E) Your current address – We require 5 years previous address history. Please use additional paper if necessary

Number /Street:		
District:	Town:	
County:	Postcode:	
Status (Circle One):	Owner / Rented / Living with parents / Council Tenant / Other	
How long have you lived at this address:		
Reason for leaving the property:		
If rented state the date tenancy began and the monthly rent:	/ /	£
Agreed Tenancy term:		
Name of the Landlord / Managing agent:		
Address:		
Phone No:	E-mail:	

Previous address to the above:

Number /Street:		
District:	Town:	
County:	Postcode:	
Status (Circle One):	Owner / Rented / Living with parents / Council Tenant / Other	
How long have you lived at this address:		
Reason for leaving the property:		
If rented state the date tenancy began and the monthly rent:	/ /	£
Agreed Tenancy term:		
Name of the Landlord / Managing agent:		
Address:		
Phone No:	E-mail:	

(F) Further Information

Do you or any intended occupiers smoke:	Yes / No
Do you have any Pets? If Yes, what:	Yes / No
Number of Children who will be living with you:	
Please give full names, date of birth and occupation of all persons including yourself and any children who will occupy the premises:	

(G) Nominated Guarantor (One approved Guarantor per Tenant who is in full time employment, retired or a homeowner and residing in the UK. Alternatively a larger deposit may be requested which is usually three month's rent in lieu of a Guarantor)

Name:	
Address:	
Postcode:	
Telephone No:	
Fax No/E-mail:	
Relationship to you:	

THIS APPLICATION IS STRICTLY PRIVATE AND CONFIDENTIAL BETWEEN THE PARTIES INVOLVED

SATISFACTORY REFERENCES MAY NOT NECESSARILY GUARANTEE THE APPLICANT THE TENANCY

ALL TENANCIES ARE FOR A 12 MONTH PERIOD UNLESS OTHERWISE STATED

I confirm that all information supplied is true and will be the basis of any contract between Bladon & Co and myself and does not represent any offer between Bladon & Co and the prospective Tenant. I acknowledge and agree to Bladon & Co consulting with credit referencing agencies as part of this application. I understand that Bladon & Co may seek a bank or employer reference and may keep a record of that reference on their files. The results of their findings will be passed to the Landlord / Managing Agent and if an application is refused, for whatever reason, no explanation will be given.

I understand that any administration charges levied are strictly non-refundable in any event and that the deposit is non-returnable in the event that I do not proceed with this tenancy.

I understand that Bladon & Co's financial advisers C.R.N Financial Services Ltd will contact me as part of the company service to provide free, independent advice. Tick to opt out

Strict confidence will be observed in the processing of this application.

Applicants Signature: _____

Date: _____



**677 LISBURN ROAD, BELFAST, BT9 7GT
TEL: 028 9002 7000 FAX: 02890190354**

**SUITE 1, DUNBARTON COURT, 23-25 DUNBARTON STREET,
GILFORD, CO.DOWN, BT63 6HJ TEL: 028 3844 2000**

E: CONTACT@BLADONANDCO.COM W: WWW.BLADONANDCO.COM

APPLICATION CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> £35.00 Reference and Administration Fee (NB: this increases to £15.00 each if three or more persons) | <input type="checkbox"/> First Month's Rent |
| <input type="checkbox"/> Deposit | <input type="checkbox"/> Proof of address |
| <input type="checkbox"/> Copy of Identification (Passport/Driving Licence) | <input type="checkbox"/> Employer Reference |
| <input type="checkbox"/> Previous Landlord Reference | <input type="checkbox"/> Guarantor Form completed |
| <input type="checkbox"/> Guarantor Copy of Identification (Passport/Driving Licence) | |
| <input type="checkbox"/> Housing Benefit Letter stating monthly/weekly rent allowance (If applicable) | |

NB: If you wish to secure a property through Bladon & Co it is important that we receive the Security Deposit (equivalent to one month's rent) within twenty-four hours.

The application form: To avoid unnecessary delay, please complete the application form in full using a black pen.

Rent / Security: One month's rent in advance together with one month's rent as a refundable cleaning / damages deposit must be paid upon signing of lease. Funds must be cleared before keys will be released. The tenant must pay rent in full by Bankers Standing Order or alternatively with the written consent of the Landlord directly to this office by the 1st day of each month. Failure to comply with same may be considered as a breach of the tenancy agreement and the Landlord may seek to take appropriate legal action. The refundable cleaning / damages deposit cannot under any circumstances be used to cover the last month's rent.

Guarantor: One approved Guarantor per Tenant may be requested or alternatively three month's rent in lieu of a Guarantor. The three months' rent in lieu of Guarantor will be refundable provided all debts, rents etc. have been cleared.

Home address information: We require details of your residential addresses for the past five years.

Proof of Identification: All tenants must produce a driving licence, passport or other suitable form of photographic identification to confirm name and identity.

Income details: We require three years income/employment details. A section for previous employment information is provided. However, please use a separate sheet if necessary.

References: Upon receipt of a completed application form additional references may be required. If further references are required these will be sought out without prior authorisation from the tenant and all costs in relation to these will be borne by the tenant. All information contained within the references will be treated in the strictest confidence. NB: References may take up to ten working days to obtain.

I am a home owner and my property is being sold: The full address and contact details of the estate agent or solicitor dealing with your sale should be provided.

I am a tenant: The details of the landlord, letting agent or organisation to which you pay your rent should be supplied. If you are aware your landlord is difficult to contact, please also provide copy bank statements showing the last three months rental payments and a copy of your tenancy agreement.

I am/will be employed by an educational establishment that is closed for holidays: If the educational establishment is controlled by a local authority, the full local authority details along with the name of the school/educational establishment should be supplied in the employment section provided on the application form along with your position, start date, employee number etc. If your employer is not a local authority please provide a copy work contract along with your most recent copy pay slips.

I am self-employed and have an accountant/auditor: Your accountants/auditors details should be supplied where indicated. Please also ensure you have given your consent to your accountants/auditors to provide a reference to us. The income figure to be stated on the application form in the section Current Income Details should be the figure shown as the profit on your last finalised accounts in relation to your self-employment. If you have recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section.

I am self-employed and do not use an accountant/auditor: A copy of your last tax calculation issued by the H M Revenue & Customs in relation to self-assessment should be submitted with your application. Please note a "Statement of Account" is NOT acceptable. If you submit your details on-line to H M Revenue & Customs, your tax calculations can be obtained through your on-line facility with them. The income figure to be stated on the application form in the section Current Income Details should be the figure shown as the profit on your last finalised accounts in relation to your self-employment. If you have recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section.

I am working on a contract/as a temporary member of staff: The details of the company via whom you have secured work should be provided with the contractual end date of your work placement. If you have been made aware your position is on-going, please provide the contractual position – i.e. one week's notice to terminate the work position to be provided by either party.

I am retired and my income is derived from pensions: Please submit copy pension statements that confirm your pension income with your application. You should ensure that contact details for your pension providers are included.

I am retired and my income is derived from investments (and pension income): Please provide details of your financial advisor/accountant who can verify your situation. If you are also in receipt of pension income, please refer to the paragraph above.

What should I do if I have current, historic or pending adverse credit?

You should ensure that as much information is provided as possible on a separate sheet and submit this with your application. Failure to answer this question accurately may jeopardise your application. Details of borrowings which you are repaying within credit terms do not need to be listed.