

**RESIDENTIAL LETTINGS APPLICATION FORM
(Strictly Private and Confidential)**

Date: _____ Property Applied for: _____

Application for Tenancy of Residential Property

This form and the attached individual Application Form (which are together referred to as “the Application”) are an Application made to Timothy Martin trading as **Tim Martin and Company Estate Agents, Auctioneers and Valuers** (referred to as “we”, “us” and “our”). It is made by you, the **Applicant** whose details are written below (referred to as “you” and “your”) and it is for a Tenancy of the **Property** (referred to as “the Property”) described in this document.

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| <p>The Property:</p> | |
| <p>The Applicant – Full Name(s) of proposed tenants <i>An applicant is any person aged 18 years or over who will occupy the rental home.</i></p> | <p>Applicant 1:</p> <p>Applicant 2:</p> <p>Applicant 3:</p> <p>Applicant 4:</p> |
| <p>Address(es) and telephone numbers of all Applicant(s): <i>Please also provide an email address if you have one.</i></p> | <p>Applicant 1 Address:</p> <p>Telephone:</p> <p>Email Address:</p> <p>Applicant 2 Address:</p> <p>Telephone:</p> <p>Email Address:</p> |

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| | Applicant 3 Address: Telephone: Email Address: Applicant 4 Address: Telephone: Email Address: |
| Please advise the reason for renting | |
| Please confirm the date you would like a Tenancy to commence | |
| Please advise the length of tenancy you would require (minimum six months) | |

This application explains the **Charges** payable, the **Process** involved and the **Main Points** of the proposed Tenancy. When you sign this Application and the separate individual Application Form(s) you are agreeing to the Charges and acknowledging that the Process and the Main Points have been explained to you. You should ask us if there is anything you do not understand.

In completing the separate Application Form as required by **Homelet** you are agreeing that Homelet may undertake background and financial referencing checks on (each of) you as referred to in the Form.

The Charges:

1. When we provide you with the Individual Application Form (one for each applicant) we require you to pay a credit reference fee of £30.00 (inclusive of VAT per person (so that for two applicants, for example, the fee will be £60.00 inclusive of VAT). This fee is to enable us to undertake the credit referencing and vetting process through Homelet which is a separate company to us. We have no connection with Homelet other than using its services. The fee is not returnable to you once instructions have been given to Homelet.
2. If any Guarantors are required then they will also be requested to complete an Individual Application Form and to pay a separate fee of £30.00 inclusive of VAT per guarantor). Again this is not returnable once instructions have been given to Homelet.

The Process:

- Once you have completed this Application and the Individual Application Form(s) and paid the Credit Reference Fee (see Charges above), we will process the application

and send the Forms to Homelet. Please note that Homelet require all sections of the form to be fully and accurately completed.

- Please take care when completing the Form(s) and note especially the Declaration in Section 7 of the Form(s). This section refers not only to referencing and vetting process but also to the possible consequences of failing to pay rental or to maintain the covenants (your obligations in the Tenancy Agreement you will be asked to sign).
- We will require to see original photographic evidence of identity for all Applicants (i.e. driving licence or passport) as well as proof of address (i.e. utility bill – but not a mobile phone bill) for each applicant.
- If the referencing process is satisfactory then we will report to the Landlord and, if agreed, we would hope to offer you a Tenancy of the Property. The Landlord holds the final decision on Tenancy. If we are instructed by the Landlord to offer you the tenancy we will let you know at that time whether the Landlord has instructed us to continue to market the property until the Tenancy Agreement is signed.
- We will send you a copy of the Tenancy Agreement to read before arranging to sign it. We will require payment at time of signature of the following:
 - (a) A payment for the first months rental and rates (if required) and
 - (b) The amount of the Tenants Deposit and Tenancy Deposit Scheme Insurance Premium (see Main Points below)
- If we are managing the Property on behalf of the Landlord as well as letting it we will also explain the procedures concerning the drawing up and completion of an Inventory / Schedule of Condition of the Property and of items in the Property.
- If the references are not satisfactory then the Credit Reference Fee(s) will not be refunded as those checks will have been carried out.

The Main Points relating to the Tenancy:

- Applicants must be in full-time employment or in receipt of Housing Benefits. Evidence of benefits will be required by our credit referencing agency.
- The monthly rental will be advised to you. All rents are per calendar month and are paid on a specific day in each month by Standing Order (after the first month's rental which is paid in advance as explained below).
- The deposit ("Tenants deposit") will be required from you and we will advise you of the amount required. The procedure for the return of deposits at end of Tenancy is explained in the Tenancy Agreement and / or set out in the TDS Tenancy Deposit Schemes as applicable.
- If we are also managing the property as well as letting it, the Tenants Deposit will be held by us as set out in the TDS Northern Ireland Insurance Scheme or the TDS Northern Ireland Custodial Scheme and the procedure for this is explained in the Tenancy Agreement. The Tenants Deposit will be held under the Tenancy Deposit Scheme operated by The Dispute Service NI Ltd and you will be provided with prescribed details of the arrangements. The Tenants Deposit will be returned to you on a written agreement between you and the Landlord or us acting on behalf of the Landlord following the final inspection process at the end of tenancy. Please note that we do not pay interest on monies held on the Tenants Deposit or any other money held on behalf of both Landlord and Tenant.
- If the Landlord is proposing to manage the Property and requires payment of a Tenants Deposit then the Landlord is legally obliged to place the deposit in an

approved Tenancy Deposit Protection Scheme – a Custodial Scheme where a third party administrator holds the deposit or an insurance based scheme. The Landlord must tell you which scheme is being used and provide you with the prescribed details of the scheme.

- One month's rental and the Tenants Deposit are payable in advance and must be paid by Building Society Cheque, Bankers Draft, Cash or Bank Transfer (in other words by cleared funds). We do not accept personal cheques for this purpose.
- The Tenancy Agreement sets out the obligations imposed on both the Landlord and on you, as Tenant.
- Where you, the Tenant, is more than one person then the Tenancy Agreement applies to all of you together and each of you on your own. Each of you can be held fully responsible for payment of all rent and all liabilities falling on a Tenant as well as for the consequences of any breach of the Tenancy Agreement.
- You will be responsible for informing all utility companies (gas, electricity etc.) at the start of tenancy and arranging final readings/ accounts at the end of tenancy.
- Pets are not normally allowed. If you have a pet please discuss this before completing an Application.
- For health, safety and insurance purposes smoking is not permitted in any of our rentals.
- You are strongly advised to take out your own personal contents cover as your possessions are not covered under any insurance put in place by the landlord.

Please note that this is an application to take a tenancy of a Property, not a tenancy itself. The Landlord is not obliged to offer a tenancy to you nor are you obliged to take the tenancy until the Tenancy Agreement has been signed.

Signed by the Applicants

Date

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