

*I want to rent, to become a tenant  
What should I ask?*

*What money do I need to find at the beginning?*

- 4 weeks rent + deposit (equivalent to 4 weeks rent) must be paid before taking up occupation. We charge you £30 + VAT for the inventory (which is deducted from above deposit). Deposit may be held against arrears of rent and/or damage, replacement, repairs charges etc.



*What information will I need to supply?*

You will be asked to complete a tenant application form with some personal details. Also required will be two written character references to confirm your ability to meet the rental commitment and help inform us and our client of your suitability as a tenant. These could include your bank or building society, employer, previous landlord, solicitor or accountant or other person of standing in the community. Where necessary we will sometimes require a Guarantor (e.g. If a student letting or under 25 or unemployed or where the landlord so instructs). \*

*What is a tenancy agreement?*

It is a legally binding document between you (no matter how many) and the landlord, applicable to you and the property you are renting, that states 'inter alia' the amount of rent, the length of the tenancy, your rights and responsibilities. Your Agreement will most probably be for six months and thereafter month to month. Please note that all tenants are **joint and severally** liable for all conditions within the Agreement. This means that each one of you can be called upon to pay **all** outstanding rent, interest, cost of repair etc.

*How long does it all take?*

Normally about two working days depending on, how quickly you supply the required information and money and how soon the Agent can obtain the landlords confirmation to proceed with the letting.

*What else do I have to pay for?*

The tenant will also be responsible for the utility bills such as water (if billed), gas, electricity, telephone and T.V. licence during the course of the tenancy applicable to the property. Please note that all utilities will have to be transferred into the tenant's name upon taking up occupation of the rented property. Please note that there may be a deposit charged to set up some utility bills.

*What happens if I want to stay on or leave early?*

All agreements are for six months and thereafter month to month until terminated by not less than four weeks notice in writing given by either party. Tenants abiding by the covenants within the lease ie. paying rent on time and looking after the property are welcome to continue their tenancy subject to the landlord permitting this continuation. If you leave before the end of the term you will remain responsible for the rent & other responsibilities within your agreement until the end of the term agreed, unless a new replacement tenant can be found who is acceptable to the Landlord.

*What must I do at the end of a tenancy?*

Ensure you fulfil your obligations stated in the tenancy agreement to leave the property in proper condition or deductions will be made from your deposit and you may be called upon to recompense the Landlord any further cost of putting the premises in proper condition. This will include thorough cleaning of the entire property. If you've moved furniture, return it to where you found it at the time of the inventory.

*Furniture/ Contents / Condition*

If you have any questions regarding furniture / contents / condition please ensure you discuss your needs with our office when handing in application form, and not with our viewing clerk. We can only act on the landlord's instructions.

*Please Note*

If you are not from an E.U country we will require written evidence from all the signatories to the tenancy agreement that you are permitted to remain within the UK for at least the initial 6 month tenancy term

*If you have any further questions please feel free to ask one of our representatives who will be glad to assist.*

*Thank you*

Address: 82 Duke Street, Waterside, Londonderry, BT47 6DQ

Email: [info@montgomerymccleery.com](mailto:info@montgomerymccleery.com)

Telephone: 028 71 342 333

**Section 1 – Please complete this section before we can proceed with application**

**TENANT APPLICATION FORM**

<b><u>ADDRESS OF PROPERTY</u></b>	
PROPOSED COMMENCEMENT DATE	
HOW DID YOU FIND OUT ABOUT THE PROPERTY	
WILL YOU BE RECEIVING ANY HOUSING BENEFIT?	
LENGTH OF TENANCY REQUIRED?	

**Applicant Details**

	Applicant 1		Applicant 2	
Title				
Forename				
Surname				
Date of Birth				
Age				
Marital status				
Smoker?				
Pets? (If applicable)				
Current Address				
Time at current address				
Home Telephone number				
Mobile Number				
Email address				
No. of children above/below the age of 18?	Above		Below	

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## **Section 2 – OTHER PEOPLE WHO WILL BE LIVING AT THE PROPERTY**

<u>Name of other occupant(1)</u>	
Date of Birth	
Age	
Relation to applicant	
<u>Name of other occupant (2)</u>	
Date of birth	
Age	
Relation to applicant	

## **Employment Details**

	<b>Applicant 1</b>	<b>Applicant 2</b>
Employment Status		
Occupation		
Employers name		
Employers Address		
Time with employer		
Full time/ Part time/ Permanent/ temporary		
Salary per month	£	£
National Insurance Number		

## Current Living Conditions

Owner/ Council Tenant/ Private Tenant/ Living Relatives/ Other

If "Other", Please explain

## Bank Details

	Applicant 1	Applicant 2
Name of Bank		
Address of Bank		
Account holder Name		
A/C Number		
Sort Code		

## Current Landlord Details (If applicable)

	Applicant 1		Applicant 2	
Landlord name				
Landlord telephone number				
Landlord address				
Current Rent	£		£	
Frequency	Weekly	4 Weekly	Monthly	Other
Reason for leaving				

## Checklist

	Applicant 1		Applicant 2	
Two written references (Per applicant)				
Proof of Identification				
Proof of current address				
Proof of income (if applicable)				
Proof of DHSS (if applicable)				
Deposit paid?				
Method of payment (please circle)	Cash	Cheque	Cash	Cheque

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### Section 3 – Guarantor (Required if 25 years of age or under)

Relationship to applicant	
Title	
Full name	
Date of Birth	
Age	
Address	
Time at current address	
<b>If less than 3 years please provide previous address</b>	
<b>Time at previous address</b>	
Are you are home owner? (please circle)	Yes / No
Home telephone No.	
Mobile No.	
Email address	

### Guarantor Employment Details

Employment Status	
Occupation	
Employer's name	
Employer's address	
Time with employer	
Full time/part time/ Permanent/ temporary	
Monthly salary	£

Checklist	
Proof of Identification	Yes / No
Proof of current address	Yes / No
Proof of income	Yes / No

**Request Section (To be approved by the landlord)**

**CRIMINAL RECORD (other than minor traffic offenses): YES/NO**

Details of any conviction:

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**PARENTS / NEXT OF KIN (IN CASE OF EMERGENCY)**

**Name(s):** .....

**Address:** .....

**Telephone Number:** .....

**Relationship to applicant if not parent:** .....

## **NO APPLICATION WILL BE PROCESSED WITHOUT BEING FULLY COMPLETED AND ALL DOCUMENTATION SUBMITTED.**

**IMPORTANT : PLEASE ENSURE THAT TWO WRITTEN REFERENCES FOR EACH TENANT AND PROOF OF I.D. ARE PRESENTED ALONG WITH THIS APPLICATION FORM – YOUR APPLICATION WILL NOT NORMALLY BE CONSIDERED WITHOUT THIS INFORMATION.**

### **DECLARATION AND SIGNATURE:**

I Declare that to the best of my knowledge and belief that the statements made in this application are true and complete and if any of these statements are in the writing of another person, he or she acted as my agent for this purpose. I agree that you may contact my referees to confirm the details provided and further agree to the details on this form being used to satisfy yourselves and our client of your suitability as a tenant and by signing this form I give you permission to use this form for this purpose which may include divulging information contained herein to other parties or carrying out a credit reference check.

**PLEASE NOTE:** That if for any reason YOU retract or fail to sign your agreement including ‘inter alia’ after requesting that contents be removed or added to the property or any other work requested by YOU to be carried out at the Landlord’s expense, then YOU WILL BE HELD RESPONSIBLE for costs incurred together with an administration fee. An example might be the cost of preparation of necessary documents. **THIS APPLICATION FORMS PART OF YOUR CONTRACTUAL AGREEMENT WITH YOUR LANDLORD**

**WARNING: COMPLETING THIS FORM DOES NOT ENSURE THAT YOU WILL BE ACCEPTED FOR THE PROPERTY APPLIED FOR. THE LANDLORD’S DECISION IS FINAL.**

### **GENERAL DATA PROTECTION REGULATION (GDPR)**

We at Montgomery & McCleery Estate Agents are committed to keeping your personal information secure and private. Both physical and electronic measures have been put in situ so that you can be assured that your personal information and data are safe and secure.

As part of this ongoing commitment Montgomery & McCleery are preparing for the introduction of new data protection regulations which become effective on 25<sup>th</sup> May 2018. We want you to fully understand why and how we collect your personal information as it is one of the key elements of the new regulations.

Our ongoing Policy update will set out the following and update as necessary:

- Purpose and rationale for processing your personal data
- Categories of your personal data
- Those with whom we propose to share your data
- Time frame for retaining your data
- Your data protection rights
- Contact details

**THIS APPLICATION FORMS PART OF YOUR WILLINGNESS TO CONSENT WITH MONTGOMERY & MCCLEERY TO USE, SHARE AND STORE YOUR DATA AS OUTLINED ABOVE.**

If your application is unsuccessful you can either collect your application at our office within 7 working days or we will shred your documentation after 30 days.

Signed applicant 1: \_\_\_\_\_ Date:

Signed applicant 2: \_\_\_\_\_ Date

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