

Application Form for Rented Accommodation



Your Personal Details

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

Your current address – We require 5 years previous address history.

House / Apt Number:	
Street:	
City / Town:	
Post Code:	
Status:	Owner / Rented / Living with parents / Council Tenant / Other
How long have you lived at this address:	

Previous address.

House / Apt Number:	
Street:	
City / Town:	
Post Code:	
Status:	Owner / Rented / Living with parents / Council Tenant / Other
How long have you lived at this address:	

Your Employment Details

Employment Status:	Employed / Self Employed / On contract / Retired / Student / Unemployed		
Employer Name:			
Address:			
Telephone Number:			
Job Role & Title:		Salary / Wage:	£
Payment Date:		Contracted hours per week:	

Application Form for Rented Accommodation



Proposed Accommodation

Property Address	
Proposed Rent (P.M)	£
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:

NIHE -Housing Executive Applicants

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

Next of Kin or Emergency Contact

Name:	
Relationship:	
Address:	
Post Code:	
Telephone:	
E-mail	

Please note:

A deposit and guarantor along with one form of photographic identification and proof of address are required for every tenant before keys are released (please refer to the Guarantor Application form). Once you have selected a property we will ask the proposed tenant to provide a "Holding Deposit". A holding deposit of £125.00 may secure a property for three working days with the balance deposit due after the third day. This "Holding Deposit" is NOT an additional charge and is deducted from tenant/s full deposit.

Application Form for Rented Accommodation



Important Information

Tenant Obligations:

(i) Minor maintenance: Replacing light bulbs, fuses, tap washers etc are responsibility of the tenant/s. It is particularly important that the property is secured and that responsible steps are taken to avoid freezing of pipes when absent for short periods. It is important to note that the tenant will be bound by the terms and conditions of any head lease covering flats in managed blocks.

(ii) Utilities: The tenants are responsible for their own supplies of gas / oil, electricity, and other utilities. It is the sole responsibility of the tenant to subscribe to and maintain a valid TV Licence for the property throughout the duration of their tenancy. Tenants must notify the appropriate utility companies, stating their name, address and the relevant meter reading/s at the beginning of their tenancy.

(iii) Property Inspections & Viewings: Should the premises be managed by NI Homes, we are contractually obliged to conduct periodic inspections during your tenancy. The purpose of such inspections is to firstly ensure that the condition of the premises is to a satisfactory standard, secondly to inspect any repairs which may have been carried out and produce a report for the landlord. Should your tenancy not be renewed NI Homes will openly market the property to let. It is not necessary for tenant/s to be present for any viewings that may take place, however it is important to ensure that all internal doors remain unlocked during such times. It is advised that tenants ensure that adequate contents insurance is in place for their personal belongings.

At the end of your tenancy you must ensure that you comply with all obligations contained within your Tenancy Agreement. Tenants must leave the property in its initial condition as per the inventory of furnishings and statement of condition provided at the onset of the tenancy. A final inspection and schedule of condition will be prepared prior to the release of the Security Deposit. Should there be no discrepancies and no outstanding arrears your deposit will be refunded within 28 days from the end of the tenancy.

It is essential that on leaving the property all keys must be returned to our office (NI Homes, 3 Wellington Park, Malone Road, Belfast, BT9 6DJ). If all keys have not been returned on the day the premises are vacated we will have all locks changed at the tenant/s expense. A forwarding address and contact number must also be supplied.

PLEASE NOTE: Once your application has been submitted and in the event that you withdraw from the application, your "Holding Deposit" is non-refundable. Please make sure that you and all your co-tenants are happy with the property before you pay the remainder of the deposit, as all deposits once paid are non-refundable if you change your mind or fail to commence the tenancy.

I confirm that all information supplied is true and will be the basis of any tenancy contract and does not represent any offer between NI Homes and the prospective Tenant. I acknowledge and agree to NI Homes consulting with credit referencing agencies as part of this application. I understand that NI Homes 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.

Name:		Name:	
Sign:		Sign:	
Date:		Date:	

NI Homes, 3 Wellington Park, Malone Road, Belfast, BT9 6DJ

Tel: 02890 310974 **Mob:** 07824 466525

Email: info@nihomes.co.uk **Web:** www.nihomes.co.uk

Application Form for Rented Accommodation



Tenant Application

Email to Tenant form

1 REFERENCE APPLICATION

Tenant First Name	<input type="text"/>	Tenant Surname	<input type="text"/>
Contact Number	<input type="text"/>	Email	<input type="text"/>
Address property applied for	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Tenancy term (months)	<input type="text"/>	Monthly rent	£ <input type="text"/>
		Share of rent	£ <input type="text"/>

In the event that you (the tenant) proceed to reference stage with this property, HomeLet will access the information you provide. As part of our commitment to process your application accurately and efficiently, we use an online application process that removes the need for complicated paper forms. But, we do need your signature to process your reference.

2 ABOUT YOUR REFERENCE [To be completed by the Tenant]

Your reference will be completed by HomeLet on behalf of your letting agent. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the Data Protection Act 1998 (the "Act")

In order to complete your application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

- HomeLet may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.
- If you default on your rental payments, HomeLet may record this on a centrally held database of defaulting tenants, and that such a default could affect any future application for tenancies, credit, and/or insurance.
- HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

The provisions of Ground 17 of the Housing Act 1996 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

YES I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

YES I'm happy for HomeLet to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous tenancy term.

If you'd like to find out more about any of the information sources we access to complete your application, please visit www.homelet.co.uk/ref-info.

Signed

Full name

Date

Following the completion of your reference, HomeLet or other Barbon Group Companies may contact you by phone or post to let you know about additional services we can offer which may be of interest to you. These services could help protect your liability as a tenant as well as your personal contents. If you don't want us to contact you, please tick this box . We'll never pass your details on to a third party unless we ask for your express permission. If you'd like to unsubscribe from any services at any time, then please contact HomeLet on unsubscribe@homelet.co.uk

Yes, I'm happy for HomeLet and other Barbon Group Companies to contact me occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit me as a tenant.

HomeLet is a trading name of Barbon Insurance Group Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation. Registered in England number 3135797. Registered office address: Hestia House, Edgewest Road, Lincoln, LN6 7EL

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this application is strictly prohibited. If you receive this application in error please notify us immediately by calling 0845 111 2222.

Email Form Ref 07/13

NI Homes, 3 Wellington Park, Malone Road, Belfast, BT9 6DJ

Tel: 02890 310974 Mob: 07824 466525

Email: info@nihomes.co.uk Web: www.nihomes.co.uk

Application Form for Rented Accommodation



APPLICATION CHECKLIST

Copy of Identification (Passport & Driving Licence)		Guarantor Copy of Identification (Passport/Driving Licence)	
Proof of address		Guarantor Form completed	
Previous Landlord Reference		Guarantor proof of property ownership (Insurance certificate)	
Employer Reference		One month rent paid prior to move in	
Housing Benefit Letter stating monthly / weekly rent allowance (If applicable)		Deposit paid prior to move in	
Homelet Declaration			

£35.00 Reference and Administration Fee which is payable only if the landlord agrees to accept the tenancy (NB: this increases to £20.00 each if three or more people) such fees are non-refundable should you change your mind or fail to commence your tenancy.	
---	--

Important: If you wish to secure a property through NI Homes it is essential that we receive the Holding Deposit which will secure the property for three working days after which the remainder of the deposit must be paid.

Application Form for Rented Accommodation



Useful Information and Frequently Asked Questions

In order to avoid unnecessary delays, please complete the application form in full using a black pen.

Security & Rent:

One month's rent is required as a refundable cleaning / damages deposit and must be paid on or before the signing of lease and inventory. 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 from the tenant or guarantor. 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.

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 current employment information is provided should you require previous, please use a separate sheet and submit with your application.

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 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 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.

NI Homes, 3 Wellington Park, Malone Road, Belfast, BT9 6DJ

Tel: 02890 310974 **Mob:** 07824 466525

Email: info@nihomes.co.uk **Web:** www.nihomes.co.uk

Application Form for Rented Accommodation



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 or as a temporary member of staff:

The details of the company with 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 a copy of your 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?

This might not be detrimental to your application but you should always ensure to be honest and you should provide as much information as provided on a separate sheet and submit it with your application. Failure to disclose any such information may jeopardise your application.