



APPLICATION FOR RENTAL PROPERTIES

Date :

Name :

Current Address :

How long have you lived at this address :

If less than 3 years, please give previous address :

Telephone Home :
Mobile :
Work :

Email Address :

Date of birth :

National Insurance Number :

Number of children and ages :

Have you rented a property before? :

If so, where and for how long :

Landlords name, address and phone number :

Employer's name :

Employers address :

Employer's phone number :

Length of time with current employer :

Job Title :

Are you currently receiving any DSS payments?

Are you a smoker?

Do you have any pets?

Will anyone else be living in the property with you?

Guarantors name :
(THIS MUST BE A HOME OWNER)
Guarantors address :

Guarantors phone number :

Relationship of Guarantor to Tenant :

Two Referee's: Must be Bank Manager, Employer or Current Landlord
This cannot be family or a friend

Name:

Name:

Address:

Address:

Phone number:

Phone Number:

Relationship of Referees to Tenant:

Name and address of Bank/Building Society that standing order payments will be made from:

Account number:

Sort Code:

Requirements:

There will be an additional £75.00 administration fee for all tenants.

All tenants must be over 20 years old.

All prospective tenants must complete an application form before a viewing can be arranged.

All tenants must provide photographic identification and address verification – see attached.

Satisfactory references must be received before a property can be let. Your referee must have a professional occupation and be able to provide a reference on headed paper. We will contact your referees direct.

If you already are a private tenant we will require a reference from your current Landlord.

A Guarantor will be required in all cases. The guarantor must be a home owner and be able to come into the office and sign the appropriate forms. Photographic and address identification will be required as well as their National Insurance Number – see attached and either rates bill or mortgage statement.

First months rent and deposit to be paid in advance, further monthly payments being made by standing order.

DSS Tenants: All requirements as above. We also require a Pre-Tenancy Determination Form to be completed. All rental payments by the Housing Executive to be paid direct to 'Abbey Real Estate'. As you may be aware the Housing Executive may not meet the full rental payment. You will be responsible for any extra payments that are required.

All documentation required must be in the possession of Abbey Real Estate within 7 days of the date on which you wish to move into the relevant property.

We would advise there will be no 'exceptions' to the above.

**PLEASE NOTE WE ARE HERE TO HELP YOU.
DO NOT HESITATE TO CONTACT US IF YOU NEED
ANY ASSISTANCE!**

IDENTIFICATION AND ADDRESS VERIFICATION

Acceptable Personal Identity Documents

- Current signed UK passport
- Current UK Full Driving Licence – both plastic & paper part required
- Current UK Provisional Driving Licence – both plastic & paper part required
- Utility bill – NIE/BT/RATES – issued within the previous 3 months. A mobile phone bill is not acceptable
- Bank/Building Society statement

Original documentation to be produced – Abbey Real Estate will photocopy same.

Please note, if a deposit is paid to hold a property and you change your mind a fee of 50% in respect of the deposit will be applicable.

Please return form to:-

Abbey Real Estate
52 Main Street
Ballyclare
BT39 9AA

Contact Number – 028 93 323136
Fax – 028 93 349636
Email – info@abbeyrealestate.co.uk