

## **APPLYING TO RENT A PROPERTY**

1. Find a suitable property you would like to rent
2. Print and return to McClelland Salter
3. Where possible include:-
  - I. A confirmation letter from your employer stating your job position, salary, and length of employment on headed paper.
  - II. Written reference from your previous landlord including any difficulties throughout the tenancy
  - III. Mortgage statement (where required)
  - IV. Photograph I.D. (Passport / driving licence)
  - V. Copy of recent utility bill (Mobile bills are not acceptable)
  - VI. Two month's bank statements
  - VII. Two month's pay slips

The references should include as much information as possible.

With your permission we will contact the references to confirm details provided.

Once your application has been accepted you will be required to sign a Tenancy Agreement and pay the first months rent and a security deposit. Successful applicants will be charge £35.00 per applicant for credit check and administration.

If paying by personal cheque you must allow time for the cheque to clear.

Please feel free to speak with us regarding any other questions you may have.

**APPLICATION FORM FOR TENANCY**

<b>ADDRESS OF PROPERTY:</b> _____		<b>DATE:</b> _____	
<b>PERSONAL DETAILS</b>		<b>APPLICANT 1</b>	
<b>APPLICANT 2</b>			
<b>Full Name:</b> (Mr/Miss/Mrs/Ms)			
<b>Present Address:</b>			
<b>Previous Addresses last 6 years:</b> <small>Continue on separate sheet if necessary.</small>			
<b>Contact Tel Numbers:</b>	Home		
	Work		
	Mobile		
	Email		
<b>Reason for moving from the above address</b>			
<b>Date of Birth</b>			
<b>EMPLOYMENT DETAILS</b>			
<b>Name of Company:</b>			
<b>Company Address:</b>			
<b>Telephone Number:</b>			
<b>Position:</b>			
<b>Employment Commencement Date:</b>			
<b>Salary Details (Gross/Net):</b>			
<b>RENTAL HISTORY</b>			
<b>Are you currently renting?</b>			
<b>Name of Landlord / Agent:</b>			
<b>Address of Landlord/ Agent:</b>			
<b>Length of Tenancy:</b>			
<b>Amount of Rent Paid Monthly:</b>			
<b>Was your rent supported by NIHE?</b>			
<b>MORTGAGE DETAILS</b>			
<b>Do you currently own a property:</b>			
<b>Name of Lender:</b>			
<b>RENTAL DETAILS</b>			
<b>Length of Lease Required:</b>		<b>Required moving in Date:</b>	
<b>Age of Children:</b>		<b>Do you smoke?</b>	
<b>Do you have any pets?</b>	<b>If so what kind of pets do you have?</b>		

I / We agree that the above information is Correct.

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_