



Connor Harte Rentals Ltd
7-9 Molesworth Street
Cookstown
BT80 8NX
T: 028 8676 3265
info@connorharte.com

'the Harte of Mid Ulster...'

Tenant Application Form – Subject to Contract

Thank-you for choosing Connor Harte Rentals to help find your new home. Please complete, sign and return this form along with ALL required supporting information.

***Please Note:**

- 1. Landlords will review all Application Forms**
- 2. Some properties may require applications submitted and vetted prior to viewings and unfortunately submitting an Application Form DOES NOT guarantee a viewing of a property**
- 3. Please fill out all sections in legible handwriting.**

Advice on Referees:

- In addition to the information provided within this form, we require all applicants to provide all documents as set out in our checklist overleaf. Any references provided by you should be recently dated, signed and provide a contact number, email address or correspondence address. Hand-written, typed or emailed references are all acceptable.
- An application will not be considered without appropriate written references. As standard policy, we require all applicants to provide an Employer reference (If applicable). All individuals supplied as references must be informed by the applicant that we may contact them and wish to speak with them directly.
- We cannot accept references from friends or family.
- If the applicant is in receipt of housing benefit we would require a recent 'Benefit statement' from the Housing Executive. This will act instead of the employer's reference. But a guarantor will also be required.

The Application Process:

- When complete, please return your application form and references to our office as soon as possible: 7-9 Molesworth Street Cookstown Co Tyrone BT80 8NX. Alternatively, you may email a scanned copy to info@connorharte.com
- In accordance with our obligations under the Money Laundering Regulations 2007, we also require all prospective tenants to provide original photographic identification (normally a passport or driving licence) and evidence of their current home address (normally a utility bill).
- A copy of the references and application form will then be forwarded to the Landlord of the applied property for consideration. At the same time, we will process your application and make appropriate checks based on the information provided. All of our findings will then be forwarded to the landlord to supplement your application and references. As soon as the Landlord has made his or her decision we will let you know.

Please ensure all relevant documents are included as incomplete applications cannot be processed and will not be considered

Rental Application Checklist:

- Completed Application Form**
- Recent Pay slip (1 from each employed applicant).**
- Employer Reference or Benefit Statement.**
- Photographic Identification – Driving Licence or Passport.**
- Previous Landlords reference**
- Recent Bank Statement – Confirming Proof of Address.**

Tenancy Approved and Deposits:

- As soon as the landlord has made a decision on your application we will contact you. If successful we will ask that you pay a security deposit equivalent to one months rent for the property. We are unable to “Let Agree” a property until a deposit is received. This payment can be made ideally by bank transfer – Details provided on request. But if needed we can receive payment in cash or cheque.

Should you require any further information about the Lettings process please do not hesitate to contact our office on 028 8676 3265.

For Office Use Only	
Application Number:	

APPLYING TO RENT: _____

Section 1 APPLICANTS DETAILS

APPLICANT 1		APPLICANT 2	
Forename (s)		Forename (s)	
Surname		Surname	
Contact Number		Contact Number	
Email address		Email address	
Date Of Birth		Date Of Birth	
Nationality		Nationality	
Current Address		Current Address	
How long have you lived at this address		How long have you lived at this address	
Reason for leaving		Reason for leaving	
Do you have children? If so how many?		Do you have children? If so how many?	
Will there be any smokers living at the property?			
Will anyone living in the property have any pets? If so how many and what?			
Have you or anyone living at the property had any previous Arrears, Evictions or County Court Judgements? If Yes provide details?			
Any other people proposing to live in the property? If so who?	Name/Age	Relationship	
1.			
2.			
3.			
4.			

Section 2 **LANDLORD DETAILS**

<i>APPLICANT 1</i>		<i>APPLICANT 2</i>	
<i>Landlord forename</i>		<i>Landlord forename</i>	
<i>Landlord surname</i>		<i>Landlord surname</i>	
<i>Landlord contact number</i>		<i>Landlord Contact Number</i>	
<i>Landlord Address</i>		<i>Landlord Address</i>	

Section 3 **EMPLOYMENT DETAILS**

<i>APPLICANT 1</i>		<i>APPLICANT 2</i>	
<i>Employers</i>		<i>Employers</i>	
<i>Contact</i>		<i>Contact</i>	
<i>Contact number/ details</i>		<i>Contact number/ details</i>	
<i>Position in company</i>		<i>Position in company</i>	
<i>Email address</i>		<i>Email address</i>	

Section 4 **BENEFIT DETAILS**

<i>APPLICANT 1</i>		<i>APPLICANT 2</i>	
<i>Type of Benefit?</i>		<i>Type of Benefit?</i>	
<i>How much are you entitled to?</i>		<i>How much are you entitled to?</i>	
<i>How often?</i>		<i>How often?</i>	

Section 5 **NEXT OF KIN DETAILS**

<i>APPLICANT 1</i>		<i>APPLICANT 2</i>	
<i>Name?</i>		<i>Name?</i>	
<i>Relationship to you?</i>		<i>Relationship to you?</i>	
<i>Address?</i>		<i>Address?</i>	
<i>Contact number?</i>		<i>Contact number?</i>	

Section 6 GUARANTOR

(Please note any guarantor will be required to provide proof they are a homeowner)

Name?	
Relationship?	
Address?	
Contact number?	

DECLARATION

I confirm that the information contained in this application is true. I consent to the information been verified by contacting the third parties in this application and understand this information will be forwarded to the landlord client.

I have obtained permission from my employer and landlord/agent to use their contact details and agree that they can disclose any information requested by Connor Harte Rentals Ltd in connection with this application. By confirming this, I also consent for Connor Harte Rentals Ltd to use, retain and share my personal information contained within for the purposes of this application.

I understand that in the event of a default by me of the covenants in my tenancy agreement with my landlord, the information contained herein may be forwarded to third parties/ debit collection companies in order to recover any monies due or trace my whereabouts.

The information in this form as provided by me is information as described in Ground 17 of the housing Act 1966 and I understand that if any information found within this application is found to be untrue, it is grounds for termination of the tenancy.

I understand that all Connor Harte Rentals Ltd properties are let as seen and any requests must be mentioned in the appropriate section above.

SIGNED

Applicant 1 _____ Applicant 2 _____

Print _____ Print _____

Dated _____ Dated _____



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TEMPLATE EMPLOYERS REFERENCE:

PLEASE COMPLETE AND STAMP WITH COMPANY STAMP OR TYPE ON HEADED PAPER

NAME OF EMPLOYEE: _____

CONTACT NUMBER: _____

LENGTH OF SERVICE: _____

UNDER NOTICE OF TERMINATION? YES / NO

ANY ISSUES WITH EMPLOYEE? YES / NO

PLEASE GIVE DETAILS: _____

SIGNED BY: _____

PRINT: _____

POSITION: _____

DATE: _____

COMPANY STAMP:

N.B. ALL REFERENCES ARE TREATED STRICTLY CONFIDENTIAL PLEASE RETURN THIS TO EMPLOYEE OR FORWARD TO OUR OFFICE BY POST OR EMAIL



TEMPLATE LANDLORDS REFERENCE:

NAME OF TENANT: _____

PROPERTY ADDRESS: _____

PERIOD OF TENANCY: / / TO / /

ARE RENTAL PAYMENTS UP TO DATE? YES/ NO

WOULD YOU RECOMMEND THIS TENANT? YES/ NO

PLEASE COMMENT: _____

NAME: _____

SIGNED: _____

DATE: _____

TELEPHONE NUMBER: _____

IF YOU WISH TO DISCUSS THIS APPLICATION WITH A MEMBER OF OUR STAFF PLEASE CONTACT OUR OFFICE ON THE ABOVE NUMBER PLEASE RETURN THIS REFERENCE BY HAND, POST OR EMAIL N.B. ALL REFERENCES ARE TREATED STRICTLY CONFIDENTIAL