



AMG

APPLICATION FORM

Property Address

TENANT APPLICATION FORM

Address of rental property	
Proposed start date	/ /
How did you find out about the property?	
Will you be receiving Housing Benefit?	Yes / No
Do you have a current account which will accept Standing Orders?	Yes / No
Are you currently renting a property?	Yes / No

APPLICANT DETAILS

	APPLICANT 1	APPLICANT 2
Title		
Full name		
Date of birth	/ /	/ /
Age		
Marital status		
National Insurance Number		
Smoker?	Yes / No	Yes / No
Address		
Time at current address		
<i>If less than 3 years please provide previous address</i>		
<i>Time at previous address</i>		
Home number		
Mobile number		
Email address		
Number of additional tenants above/below the age of 18	Above	Below

OTHER PEOPLE WHO WILL BE LIVING AT THE PROPERTY

Name			
Date of birth			
Age			
Relation to applicant			
Name			
Date of birth			
Age			
Relation to applicant			

INCOME DETAILS

	APPLICANT 1	APPLICANT 2
Employment status		
Occupation		
Employer's name		
Employer's address		
Time with employer		
Full time / Part time		
Permanent / Temporary		
Income per month	£	£

CURRENT LIVING CONDITIONS

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

If "Other", please explain	
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LANDLORD DETAILS						
	APPLICANT 1		APPLICANT 2			
Landlord name						
Landlord telephone number						
Landlord address						
Current rent	£		£			
Frequency	Weekly	4 Weekly	Monthly	Other		
Reason for leaving						
BANK DETAILS						
	APPLICANT 1		APPLICANT 2			
Bank						
Account name						
Account number						
Sort code						
APPLICANT CHECKLIST						
	APPLICANT 1			APPLICANT 2		
Proof of identification	Yes	No		Yes	No	
Proof of current address	Yes	No		Yes	No	
Proof of income (3 months' payslips)	Yes	No	N/A	Yes	No	N/A
Proof of benefits	Yes	No	N/A	Yes	No	N/A
Proof of housing benefit	Yes	No	N/A	Yes	No	N/A
3 Months' bank statements	Yes	No		Yes	No	
Have you any previous / ongoing criminal convictions?	Yes	No		Yes	No	

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

Signed applicant 1: _____ Date: _____

Signed applicant 2: _____ Date: _____

GUARANTOR SECTION

Relationship to applicant	
Title	
Full name	
Date of birth	/ /
Age	
Address	
Time at current address	
<i>If less than 3 years please provide pervious address</i>	
<i>Time a previous address</i>	
Are you a home owner?	YES / NO
Home number	
Mobile number	
Email address	

EMPLOYMENT DETAILS

Employment status	
Occupation	
Employer's name	
Employer's address	
Time with employer	
Full time / Part time	
Permanent / Temporary	
Monthly salary	£

GUARANTOR CHECKLIST

Proof of identification	Yes / No
Proof of current address	Yes / No
Proof of income (3 months' payslips)	Yes / No
3 Months' bank statements	Yes / No

PLEASE READ THE FOLLOWING SECTION CAREFULLY:

In consideration of the named Tenant letting the property described within tenancy agreement, I, the above guarantor, and my personal representatives do hereby guarantee the due and punctual payment to you of:

- a) All rent reserved within tenancy agreement
- b) All other moneys which may become due to or recoverable by you in respect of said letting including all damages, compensation, costs and expenses recoverable by you from the Tenant whether their liability has arisen during the Tenancy or after termination thereof

AND I also agree that:-

- 1. This guarantee shall not be affected or reduced by the giving of time or the extending of any other leniency by you to the Tenant
- 2. This guarantee shall remain in full force and effect so long as:
 - a. Any money remains due and owing to you by the Tenant in respect of said letting or in respect of anything done to or omitted to be done by the Tenant on or in relation to the demised premises,
 - b. Any breaches, non-observance or non-performance of any covenant or condition remains unsatisfied or effectively waived and notwithstanding that the Tenant may have vacated the premises and that possession thereof has been surrendered to and accepted by you

Signed: _____

Date: _____

ACCEPTED DOCUMENTS

Proof of ID	<ul style="list-style-type: none">• Current signed passport• Current EU driving license• Inland revenue tax notification• Pension book• Benefit book / notification letter
Proof of Address	<ul style="list-style-type: none">• Current EU driving license (if not used above)• Current tax bill• Pension book• Benefit book / notification letter• Current tenancy agreement• Utility bill (not mobile phone)
3 Months' pay slips	<ul style="list-style-type: none">• 3 Months (12 weeks if paid weekly) most recent pay slips if paid monthly (must have name on them)
3 Months' bank statements	<ul style="list-style-type: none">• 3 Months most recent bank statements with name, address and account number
Proof of Housing Benefit (if applicable)	<ul style="list-style-type: none">• Current housing benefit awards letter• Written estimate from Housing Executive for award
Proof of Benefits (if applicable)	<ul style="list-style-type: none">• Awards letters for all benefits• Letter from the Jobs and Benefits Office confirming awards of benefits

ALL DOCUMENTS PROVIDED TO AMG MUST BE PHOTOCOPIES. IF YOU ARE UNABLE TO PHOTOCOPY YOURSELF PLEASE BRING THESE TO OUR OFFICE TO BE COPIED

NO APPLICATION CAN BE PROCESSED WITHOUT FULL DOCUMENTATION BEING PROVIDED

Financial Planning

Providing YOU with clear financial direction



Rental Services

Helping YOU by taking the hassle out of letting

Property Sales

Guiding YOU with impartial professional advice



Property Maintenance

Providing YOU with top quality repairs & maintenance

FINANCIAL PLANNING

- Professional financial planning
- Free consultation
- Impartial advice
- Home, office and out of hours appointments
- Advice given on the following;
 - Mortgages
 - Mortgage Protection
 - Family Protection
 - Income Protection
 - Private Medical Insurance
 - Inheritance Tax Planning
- Business Planning;
 - Financial Restructuring
 - Tax Planning
 - Debt Advice
 - Business Protection
 - Commercial Insurance
- General Insurance
 - Home Insurance
 - Landlord Insurance
 - Commercial Insurance

PROPERTY SALES

- Professional photographs
- Property advertised on;
 - AMG website
 - Property Pal
- Advanced visual marketing
- Social media marketing
- Video presentations
- Smart app functionality
- Window and brochure display
- Regular feedback on enquiries and viewings
- Database of prospective purchasers
- Expertise and experience

RENTAL SERVICES

- Clear contract outlining landlord, tenant and AMG's obligations
- Property advertised on;
 - AMG website
 - Property Pal
- Accompanied viewings
- Screening of perspective tenants
- Processing of tenancy agreement and all associated paperwork
- Electronic payment to landlords
- On-going communication with landlord and tenant
- Reliable, qualified tradesmen to carry out emergency repairs
- Yearly tenancy agreements with inspection



18 Main Street, Ballymoney, BT53 6AL
028 2744 8444

info@amgproperty.com
www.amgproperty.com

27 Hill Street, Ballymena, BT43 6BH
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