



23 RATHFRILAND STREET, BANBRIDGE
BT32 3LA
028 4062 4400
info@wilson-residential.com

WILSON RESIDENTIAL – LETTING CHECKLIST

NAME

PROPERTY ADDRESS:

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- Copy of Identification (Passport/Driving Licence)
- Employer / Previous Landlord Reference
- Guarantor Copy of Identification (Passport/D/Licence)
- Copy of National Insurance Card
- Guarantor Form completed (if applicable)
- Character Reference

If you wish to secure a property through us it is important that we receive the Security Deposit (normally equivalent to one month’s rent) within twenty-four hours.

Rent / Security: One month’s rent in advance together with normally one month’s rent as a refundable cleaning / damages deposit must be paid upon signing of lease. Funds must be cleared before keys will be released. The tenant must pay rent in full by Bankers Standing Order. 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. 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 & Employment: All tenants must produce a driving licence, passport or other suitable form of photographic identification to confirm name and identity. All Tenants (if in employment) must produce a letter on their place of employments headed paper confirming their employment, length of contract and length of service. These two requirements must be fulfilled before any application is deemed to be completed.

Electricity/Gas/Water/Telephone: The Tenant must contact the relevant utility suppliers (NIE, Phoenix, Gas, BT, Water Service, Virgin Media etc.) to request that the supplies be transferred into the Tenants name,

Keys / Remote Controls: In all lettings, one set of keys per tenant will be released. It is the Tenant’s own responsibility to get additional sets cut. Likewise, only one car park / garage remote control will be released.

Insurance: It is the responsibility of the Landlord to put in place insurance for the building contents. However the Tenant’s belongings are not insured. Therefore we suggest that the Tenants make arrangements to have their personal belongings insured.

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. All information contained within the references will be treated in the strictest confidence.

I confirm that all information supplied is true and will be the basis of any contract between Wilson Residential and myself and does not represent any offer between Wilson Residential and the prospective Tenant.

I understand that Wilson Residential 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. Any administration charges levied are strictly non refundable in any event. Strict confidence will be observed in the processing of this application.

Applicants Signature: _____

Date: _____

These notes are for information purposes only and should not be construed as forming part of a contract.



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PRIVATE & CONFIDENTIAL
APPLICATION TO RENT A RESIDENTIAL PROPERTY
(SUBJECT TO TENANCY AND REFERENCES)

SUBJECT PROPERTY

Address of Rental Property:

Number of Tenants:

Proposed Lease Start Date:

APPLICANT(S) INFORMATION – if joint application both sets of details is required.

Names:	National Insurance No:
Date of Birth:	Mobile Phone No:
Current Address:	Email:

City/Town:	County:	Post Code:
Own Rent (please circle)	Monthly Payment or Rent:	Period:

Previous Address:

City/Town:	County:	Post Code:
Owned Rented (please circle)	Monthly Payment or Rent:	Period:

EMPLOYMENT INFORMATION

Occupation & Job Title:

Current Employer Details:

Employer Address:

City/Town	County:	Post Code:
Phone:	Email:	Period:
Position	Paid Hourly Salary (please circle)	Annual Income (this must be completed).



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DETAILS OF PREVIOUS LANDLORD / MANAGING AGENT		
Name:		
Address:		Phone:
Address of Rental Property:		
Dates of Tenancy with this Landlord:		
EMERGENCY CONTACT:		
Name a person not residing with you:		
Address:		
City/Town:	County:	Post Code:
Phone:	Relationship:	
GUARANTOR DETAILS (IF APPLICABLE)		
Name:		
Address:		Phone:
Relation to you:		
CHILDREN		
How many children will be living with you?	Possess Life / Critical Illness Policy YES/ NO (please circle)	
Please state their individual ages:		
ARE YOU A SMOKER?	YES / NO (please circle)	
DO YOU HAVE PETS?	YES / NO (please circle)	
AGREED RENTAL: £		
LENGTH OF TENANCY REQUIRED (months):		
PLEASE DETAIL ANY KNOWN CREDIT HISTORY ISSUES:		

A deposit normally equal to one months rent is required prior to the commencement of the tenancy as security for the performance of the tenants obligations and shall be repayable to the tenants only at the end of the tenancy and then without interest and after deduction wherefrom of any sums required to compensate the landlord whether wholly or in part for any breach of obligation on the tenants part.



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PLEASE NOTE: The landlord may require a credit reference check carried out on prospective tenants.

Costs upon taking tenancy of a property:

First Month's rent paid in advance	£
Rental deposit (normally a minimum of one months rent)	£
Referencing fee (per application)	£50.00
<i>(Paid on submission and refundable if application not successful)</i>	-----
<u>Total</u>	£

N.B. If a tenant does not proceed with the tenancy a £50.00 arrangement fee along with costs for loss of rent/advertising expenses will be deducted from this deposit.

PLEASE NOTE THE BY SIGNING THIS APPLICATION FORM YOU ARE GIVING US AUTHORITY TO CONTACT YOUR EMPLOYER, PREVIOUS LANDLORD AND BANK FOR A REFERENCE. IF YOU DO NOT WISH US TO CONTACT ANY OF THESE PLEASE LET US KNOW ON SUBMISSION OF THIS FORM.

Statement by prospective tenant

I confirm that the information I have given is correct, I agree to the reference being requested from the referees stated.

I understand the terms set out as above. I am aware that information held about me may be shared within our group.

I understand that this application form has to be completed in full and accompanied with the required references before it can be submitted to the Landlord for consideration.

Signature _____

Date ____/____/____

Print Name _____