

Referencing Guidelines

The application form(s) are to be completed and returned to our office:

236 – 238 Ormeau Road, Belfast, BT7 2FZ.
02890450550

Alternatively these can be returned via email:
rentals@michael-chandler.co.uk

Please ensure application form is completed in full with all the relevant supporting documents. Please note all our properties are let as seen. Should you require any changes to be made to the property please note this in the additional information at the back of the application form.

We would advise you to inform your 'Referees' that someone will be in contact as this can speed up the referencing outcome. Anyone over the age of 18 who will be living in the property must fill out an application form. Applicants who apply for the same property will be given an equal opportunity to submit an application and register their interest. The landlord will be provided with all the information on the interested parties and a final decision will be made.

Rent

Rent is quoted per calendar month and is payable in advance by standing order or direct debit on the 1st of each month.

Deposit

A security deposit equivalent to a minimum of one month's rent must be paid when an application has been accepted. The deposit will be held and secured through the Tenancy Deposit Scheme. The deposit is held to cover damage, breakages and any other liabilities noted under your tenancy agreement and will be refunded at the end of the tenancy, providing all is in good order. Once the deposit is paid the property is taken off the market to yourself, however should you decide not to proceed the deposit becomes non-refundable.

Should your application be successful, we will agree a date for the tenancy to commence. For all tenancies, we will ask for one month's rent payable upon signing of the Tenancy Agreement.

Along with the application form please supply the following:

- Valid photographic ID
- Valid proof of residency (utility bill, bank statement, valid tenancy agreement no more than 6 months old)
- Payslip and Bank Statements (Last 3 months' worth) (If self-employed, a letter from your accountant confirming there are in funds to cover rent)

Guarantor

- Completed & Signed section 6
- Valid Photographic ID
- Payslip (no more than 3 months old) if self-employed, a letter from their accountant confirming they are in funds to cover rent if needs be)

Please Note – Guarantor must be a UK Resident in full time employment, or a home owner. If you cannot supply a guarantor then a double deposit may be required.

Please ensure application form is completed in full with all the relevant supporting documents.

Client signature:

Date:

Tenancy Application Form

1. Property Details (Address to be let)

Property address:

Tenancy period Tenancy start date No of applicants Total rent Rent for this applicant

Months			£	£
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2. Primary Applicant Details

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth	Gross annual salary/income
<input type="text"/>	£ <input type="text"/>

Contact Number	Email address
<input type="text"/>	<input type="text"/>

Current Address

Postcode	Time at address	Occupation
<input type="text"/>	Years Months	<input type="text"/>

Address status: Owned/mortgaged Rented Family/friends

Name of additional tenants entering this agreement of rent	**	Age	Share
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>

Do you have any pets? Yes * No

Have you had any County Court Judgements or rent arrears in the past 6 years? Yes * No

*Details of any judgements, arrears and/or pets should be included within section 7.
** Additional tenants over the age of 18 must fill out an application form

3. Previous address/ Home address

Previous Address

Postcode

Time at address

Years

Months

4. Employment/Occupation/University details

Employment status

Name of organisation

Employment dates

From

To

Position held

Contact name

Contact position

Address

Contact telephone number

Contact email address

5. Current Landlord or Letting Agent

Landlord/Agency name

Email address

Contact number

Address of landlord/agent

6. Guarantor

Title

First name

Surname

Address

Postcode

Contact Number

Email address

Employment status

Name of organisation

Salary

Position held

Contact name

Contact position

Guarantor signature

Date

7. Additional Notes & Comments

Use this section to add any general information that you feel is relevant to this application

8. Authorisation

- I can confirm that all the information supplied is true and will be the basis of any contract between Michael Chandler Estate Agents and myself and does not represent any offer between Michael Chandler Estate Agents and the prospective tenant.
- I acknowledge and agree to Michael Chandler Estate Agents consulting with my guarantors, landlords and employers as part of this application process.
- I understand that all Michael Chandler Estate Agent properties are let as seen and any requests should be made in section 7 when applying for the property.
- Strict confidence will be observed in the processing of this application.

Applicant signature

Date