

# Maneely & Co Ltd

**Dungannon** - 16 Market Square, Dungannon, Co. Tyrone, BT70 1AB - (028) 8772 7799 - info@maneely.com

**Cookstown** - 7-9 Molesworth Street, Cookstown, Co. Tyrone, BT80 8NX - (028) 8676 3265 - cookstown@maneely.com

## RENTAL APPLICATION FORM

**PROPERTY ADDRESS:** \_\_\_\_\_

APPLICANT 1

APPLICANT 2

**1. PERSONAL DETAILS**

TITLE: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

COUNTRY OF BIRTH: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

NAT. INS. NUMBER: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



**APPLICANT 1**

**APPLICANT 2**

NUMBER OF CHILDREN: \_\_\_\_\_

HAVE YOU ANY PETS? \_\_\_\_\_

HOW SOON COULD YOU MOVE IN TO THE PROPERTY? \_\_\_\_\_

**2. CURRENT ACCOMMODATION:**

STATUS OF CURRENT ADDRESS: \_\_\_\_\_  
(Rented/owned etc)

REASON FOR LEAVING : \_\_\_\_\_  
(If Applicable)

LANDLORD/AGENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

DO YOU CURRENTLY RECEIVE HOUSING BENEFIT? (CIRCLE)      YES      NO      YES      NO

IF YES, HOW MUCH PER WEEK? \_\_\_\_\_

**3. FINANCIAL DETAILS**

EMPLOYMENT STATUS: \_\_\_\_\_

PROFESSION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMPLOYER TELEPHONE NO: \_\_\_\_\_

**4. REFERENCES**

Please provide details of two references, who cannot be family members, who will vouch for your character. **PREFERENCE WILL BE GIVEN TO THOSE WHO CAN PROVIDE EMPLOYER AND PREVIOUS LANDLORD DETAILS. REFERENCES NOT REQUIRED TO SIGN THIS FORM.**

REFERENCE 1

REFERENCE 2

NAME : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

PROFESSION: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_

**5. GUARANTOR** (Must be a home owner)

Please provide details of the guarantor who will be required to show proof of home ownership co-sign the lease. **GUARANTOR NOT REQUIRED TO SIGN THIS FORM.**

NAME : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

PROFESSION: \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_

**6. DECLARATION**

I confirm that the information contained in this applications is true. 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 Maneely & Co Ltd in connection with this application. By signing this, I also consent for Maneely & Co Ltd to use, retain and share my personal information contained within for the purposes of this application. If my application is unsuccessful, I have the right to request that this form is returned to me or destroyed. I accept that Maneely & Co Ltd will not use this information for any other reason other than the purpose of this application unless requested by me. I understand that I can visit Maneely & Co Ltd website for their full data protection policy and privacy notice.

APPLICANT 1

APPLICANT 2

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT IN FULL - DO NOT LEAVE ANY BLANKS**

**PLEASE NOTE**

- As of 1<sup>st</sup> April 2013, it is a legal requirement that any landlord or agent holding a deposit must have it protected.
- All deposits collected by Maneely & Co Ltd after the 1<sup>st</sup> April 2013 will be insured and protected with TDS NI (Tenancy Deposit Scheme Northern Ireland).
- The successful applicant will be required to pay a £30 deposit protection fee.