



KITSON

RESIDENTIAL

TENANT APPLICATION FORM

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Name:

Property Address Applying For:

Email:

Date Application Submitted:

CHECKLIST

Application Fee -

Deposit: -

Cody of ID:-

National Insurance Number:-

Employer/Previous Landlord Reference:-

Guarantor Form Completed with ID:-

- Application Fee – Each application should be returned to Kitson Residential. Only the successful applicant will be charged the £50 non-refundable application fee.
- Rent/Security – One month's rent in advance together with one month's rent as a refundable cleaning/damages deposit must be paid prior to signing the lease. Funds must be cleared before keys will be released. Rent must be paid in full by Bankers Standing Order. Failure to comply with same may be considered as 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-month's rent in lieu of a Guarantor will be refundable provided all debts, rents etc have been cleared.
- Proof of ID & Employment – All tenants must produce a driving licence, passport or other suitable forms of ID to confirm their name and identity. All tenants in employment must provide an employer's reference to confirm their employment, length of contract and annual income.
- Utilities – It is the tenant's responsibility to connect to all relevant utility suppliers (NIE, Phoenix Gas, Virgin Media etc). This is to request that all utilities are transferred into the tenant's name.
- Keys – One set of keys will be released per tenant. It is the tenant's responsibility if they wish to get additional keys cut. This applies to garage/electric gate remotes.
- Insurance – It is the responsibility of the tenant to insure their own personal belongings.
- Repairs – If Kitson Residential is the managing agent, all repairs will be dealt with by the Agent. If Kitson Residential is not the managing agent, any request for repairs/maintenance are to be made directly to the landlord. You will be advised prior to commencement of the lease who will be managing the property.

This is a rental application only and does not constitute acceptance of the applicant as a tenant, nor a rental agreement or tenancy relationship between the parties. A separate rental application is to be completed by each unmarried adult. Strict confidence will be observed in the processing of this application.

I certify that the information given is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. Owner/Agent has charged a screening charge as set forth above. Applicant screening entails the checking of the applicant's credit, rental history, employment history, public records and other criteria for residency.

Applicant Signature:

Date:

Applicant Information

Name:		
Date of birth:	NI Number	Phone:
Current address:		
City:	Country:	Postcode:
Own or Rent	Monthly payment or rent:	How long for?
Previous address:		
City:	Country:	Postcode:
Owned or Rent	Monthly payment or rent:	How long?

Employment Information

Current employer including contact name:		
Employer address:		How long for?
Phone:	E-mail:	
City:	Country:	Postcode:
Position:	Paid Hourly or Salary (Please circle)	Annual income:

Emergency Contact

Name of a person not residing with you:			
Address:			
City:	Country:	Postcode:	Phone:
Relationship:			

Details of Previous Landlord/Managing Agent

Name:		
Address		Phone:
Address of Rental Property:		
City:	Country:	Postcode:
Monthly Rent:	Tenancy Dates:	
Reason for Vacating:		

Guarantor Details (IF APPLICABLE)

Name:		
Address:		
Phone:	E-mail:	
Relation to you:		
Employment Details:		

Other

Children?	Ages:	Pets: Y/N
Criminal Record?	Agreed Rent:	
Do you Smoke?	Furnished/Unfurnished?	
Length of Tenancy Required:		
Signature of applicant:		Date:
I authorize the verification of the information provided on this form as to my credit and employment.		

Further requirements – YES/NO (please circle) eg: Furniture/appliances/decoration etc

(Please note that these are at the landlord's discretion and so cannot be guaranteed. If granted, this will be confirmed upon the being advised of a landlord's decision of proceeding or not proceeding with your application for tenancy)

Details:NB – The deposit will be held with TDSNI
Costs upon taking the tenancy of a property are:-
Rental deposit (one months rent)
First Months rent in advance
Referencing Fee is Required.

BY SIGNING THIS APPLICATION FORM YOU ARE GIVING US AUTHORITY TO CONTACT YOUR EMPLOYER, PREVIOUS LANDLORD AND OBTAIN A CREDIT CHECK. IF YOU DO NOT WISH US TO CONTACT ANY OF THESE PLEASE LET US KNOW PRIOR TO THE SUBMISSIONS 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 the information held about me may be shared within our group.

Signature

Date

KITSON RESIDENTIAL GUARANTOR AGREEMENT

Property Address:

Name of Tenant:

Agreed Monthly Rent:

Guarantor Name:

Guarantor Address:

Owner Occupier or Tenant:

Date of Birth:

Contact Number

Email:

Relationship to Tenant:

Criminal Convictions:

Occupation:

Employers Name:

Address of Employment:

Position Held:

Full Time/Part Time:

Salary:

