

APPLICATION FORM

Property and Term Details:

Property Address	
Rent per month (Full Amount): £	Deposit Amount: £
Tenancy Start Date: / /	Rental Period: 12 Months Unless Otherwise Stated
Any specific requests: (It is your responsibility to clarify the contents included with the property. Otherwise the contents on move in is accepted) (By adding items in this box, they are simply requests and will not necessarily be agreed unless confirmed in writing).	

Applicant Details

Title:		Full Name:	
Date of Birth (dd/mm/yyyy):	/ /	Marital Status:	
National Insurance No:		Maiden Name:	
Gender:		Number of Dependants:	
Phone (Home):		Mobile:	
Phone (Work / daytime):		E-Mail:	

Next of Kin Details

Next of Kin Full Name:		Relationship to you:	
Address:			
Telephone No:		E-mail:	

Employment Details

Employment Status:	Employed / Self Employed / Retired / Unemployed / Other		
Length of Employment:			
Type of Employment:	Full Time Permanent / Part Time Permanent / Full Time Temp. / Part Time Temp.		
Employer Name & Address:			
Job Role / Title:		Salary / Monthly pay (£)	
Payment Date:		Contract hours per week	
Is your employment to change in the near future? If yes please specify.	Yes / No		
If you have additional income please state how much:			

University Details

University:			
Name of Course:			
Type of Course:	Full Time Undergraduate / Part Time Post Graduate / Full Time Post Graduate		
Length of Course:	Years	Year Starting in Sept 2023:	

NIHE - Housing Executive and Universal Credit Applicants

Are you currently receiving a social benefit to contribute towards your rent?	Yes / No
How much do you receive every 4 weeks?	£
Is the payment currently paid to you or your landlord?	You / Landlord
Do you have to top up the rent each month?	Yes / No
If yes how much?	£
Are you currently receiving Universal Credit?	Yes / No
How much do you receive every 2 weeks?	£
Do you receive a carer's allowance, If so how much per week?	£

Do you receive child benefit, If so how much per week?	£
If you have additional income support please state how much:	£
Are you currently listed on any housing registers that could potentially offer you a property?	Yes / No

Your current address (We require 5 years previous address history)

Address: (including Post Code)			
Status:	Owner / Rented / Living with parents / Council Tenant / Other		
Agreed Tenancy term:			
If rented state the date tenancy began and the monthly rent:	/ /	£	
How long have you lived at this address:			
Reason for leaving the property:			
Name of the Landlord / Managing agent:			
Phone No:		E-mail:	

Previous address to the above:

Address: (including Post Code)			
Status:	Owner / Rented / Living with parents / Council Tenant / Other		
Agreed Tenancy term:			
If rented state the date tenancy began and the monthly rent:	/ /	£	
How long have you lived at this address:			
Reason for leaving the property:			
Name of the Landlord / Managing agent:			
Phone No:		E-mail:	

Further Information

Do you or any intended occupiers smoke:	Yes / No		
Do you have any Pets? If Yes, what:	Yes / No	Details:	
Number of Children who will be living with you:			
Please give full names, date of birth and occupation of all persons including yourself and any children who will occupy the premises:			

Character Reference:

Name			
Reference Address			
Telephone No:		Email:	
Job Title:		Employer:	
How long have they known you:			
In what capacity do they know you:			

Nominated Guarantor

Name:			
Guarantor Address: (including Post Code)			
Telephone No:		Email:	
Is the guarantor a home owner?	Yes / No	What is the guarantors relationship to you?	
Guarantor employment Status:	Employed / Self-Employed / Unemployed / Retired / Other		
Job Title:		Employer:	

NB: One approved guarantor per tenant is required, and each guarantor must be a homeowner, residing in the UK, and in a good financial standing. If no suitable guarantor can be secured, the Landlord may alternatively agree to a number of months rent being paid in advance in lieu of a guarantor.

TERMS OF APPLICATION

By signing below, you confirm that all information supplied in this application is true and will be the basis of any contract entered into in relation to the property applied for. This application does not represent any offer by Finlay Graham Property to you.

You acknowledge and agree to Finlay Graham Property consulting with credit referencing agencies as part of this application and understand that Finlay Graham Property may seek references from your employer, previous Landlord, or the bank and may keep a record of those references on their files. The results of their findings may be passed to the Landlord and if an application is refused, for whatever reason, no explanation need be given. Satisfactory references will not necessarily guarantee a successful application.

If your application is accepted you will be required to sign a standard Finlay Graham Property tenancy agreement. The tenancy is joint and several and there will be no alterations made to this agreement. If you wish to review this, we would ask that you request a draft copy before submitting your application.

To progress your application the following is required: Credit score reference, previous landlord reference and character reference. FGP will provide the referencing service in-house for a nominal fee of £40 per applicant. Alternatively, you may provide the necessary referencing documentation as listed above.

The full first month's rent must be paid in a single transaction in order to progress your application. If for whatever reason, the Landlord decides not to proceed with the tenancy, the first month's rent or any funds paid to Finlay Graham Property by you will be refunded in full. In the event that you do not proceed with this tenancy, or do not provide the required documentation as per the application checklist and / or sign the tenancy agreement, within 10 working days of the application date, the property will be re-advertised, and the first month's rent will be non-returnable in part or whole, even if a tenancy agreement has not been signed.

On or before the commencement date of the tenancy, the deposit must be paid to the Landlord or the Landlord's Agent. Occupation of the property will NOT be granted and NO keys will be given out until the full deposit is paid. The deposit cannot, under any circumstance, be used to cover the last month's rent.

By signing this application form, you confirm that you have read and understand the terms laid out above. Please also read the privacy notice below and, if appropriate, sign the requested declaration to consent to the use of your personal information as outlined.

Applicants Signature: _____

Date: _____

PRIVACY AND DATA PROTECTION

The information submitted in this application form includes personal information about you (and perhaps also your family members) your guarantor and any referee(s). We will process this information strictly in accordance with [our privacy policy and] data protection legislation. Once your application has passed our initial checks we will invite you, any fellow applicants and your guarantor(s) to submit photographic ID, proof of address etc via a DocuSign envelope. Please note that those items will be visible to each other applicant and guarantor as well as to FGP and the Landlord. If you are happy to consent to your personal information being shared in this way please sign the declaration below. If you do not consent please contact FGP to discuss.

I consent to my personal information being used and shared as outlined above and I will ensure that any guarantor is aware of, and consents to, such sharing of their personal information.

Applicants Signature: _____

Date: _____



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