



**APPLICATION FORM**

**Property and Term Details:**

<b>Property Address</b>	
<b>Rent per month (Full Amount): £</b>	<b>Deposit Amount: £</b>
<b>Preferred Move in date: / /</b>	<b>Rental Period: 12 Months Unless Otherwise Stated</b>
<b>Furnishing arrangements</b>	<b>Furnished / Unfurnished / Other:</b>
<b>Any specific requirements:</b> (If left empty, the property is let as seen)	

**Applicant Details**

Title:		Full Name:	
Date of Birth (dd/mm/yyyy):	/ /	Marital Status:	
National Insurance No:		Maiden Name:	
Sex:		Number of Dependents:	
Phone (Home):		Mobile:	
Phone (Work / daytime):		E-Mail:	
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 2022:	
Part Time Employment Details: (Employer Name and Income)			

**NIHE - Housing Executive Applicants**

Are you currently receiving Housing Benefit?	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 Job Seekers Allowance?	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 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:			

**Nominated Guarantor**

- One approved guarantor per tenant is required.
- Each guarantor must be a homeowner, residing in the UK, and in a good financial standing

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: If no suitable guarantor can be secured, the Landlord may alternatively agree to a larger deposit in lieu of a guarantor.

**Character Reference:**

Please supply the name of a character reference below

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

**THIS APPLICATION IS STRICTLY PRIVATE AND CONFIDENTIAL BETWEEN THE PARTIES**

**SATISFACTORY REFERENCES MAY NOT GUARANTEE A SUCCESSFUL APPLICATION**

I confirm that all information supplied 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 the applicant. I acknowledge and agree to Finlay Graham Property consulting with credit referencing agencies as part of this application. I understand that Finlay Graham Property may seek references from my employer, previous Landlord, or the bank and may keep a record of those references 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 need be given.

If your application is accepted you will be signing a standard Finlay Graham Property tenancy agreement. 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. You will need to return all application documentation as per the checklist within 10 working days. Failure to provide this may render your application unsuccessful.

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, the applicant may provide the necessary referencing documentation as listed above.

The full first month's rent must be paid in order to secure the property. This is paid by the applicant's jointly and severally. In the event that the applicant(s) do not proceed with this tenancy, or do not provide the required documentation 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.

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 the applicant(s) will be refunded in full.

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 mmonth's rent.

**Strict confidence will be observed in the processing of this application**

**Applicants Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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