



Referencing Guidelines

The application form(s) are to be completed and returned to our office:
251 Upper Newtownards Road, Belfast, BT4 3JF

Referencing fee: £50.00 (Non-Refundable) The referencing fee can be paid by debit / credit card or cash. The application form must be fully completed where relevant. Please inform your 'Referees' they will be contacted as this can speed up the referencing outcome. The referencing process can take up to 5-7 business days.

Should you wish not to pay the application fee you can alternatively supply us with the following information: three months bank statements, experian credit report, proof of employment by way of a letter from your employer on headed paper, previous landlord reference, two character references, three months worth of payslips, a utility bill for current address and two forms of photographic identification. Information must be supplied for you the applicant and the guarantor.

Rent - Rent is quoted per calendar month and is payable in advance by standing order.

Deposit

A security deposit equivalent to one month's rent must be paid when an application has been accepted. The deposit will be held in a secure Deposit account (Tenancy Deposit Scheme Northern Ireland) for the duration of the tenancy. 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, once the property is taken off the market the deposit is 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 plus the deposit in advance, to be 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 (1 month's worth and no more than 3 months old) (If self-employed, a letter from your accountant confirming you are in funds to cover rent)
- £50.00 Application Fee

Guarantor

- Completed & Signed application form
- Valid Photographic ID
- Valid Proof of Residency
- 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.

Client signature: _____

Date: _____



Student Rental Application

APPLYING FOR A TENANCY

- In order to proceed with an application, you must complete all the sections enclosed which includes personal details and references to ensure that you are a suitable tenant for the property.
- To speed the process up, please ensure all referees are advised we will be contacting them.
- Your guarantor will need to provide a letter of employment either from an employer or accountant. If retired, proof of pension will be required.
- They must sign the attached '**Guarantor Deed**'. This acts as their legally binding agreement to guarantee the rent of the applicable tenant.
- Proof of address is required for student and guarantor.
- £50 Application fee is required to process the application.

Property Information					
Address of Property :					
Rent:	Tenancy start date:	Duration of lease:			
Name of tenant:					
Applicant Information					
Name:					
Date of birth:	Phone:	Mobile:			
Email address:					
Current address:					
					Post Code:
Own	Rent	NIHE Tenant	Living with relatives	Other	(Please circle) How long?
Term time address:					
					Post Code:
Own	Rent	NIHE Tenant	Living with relatives	Other	(Please circle) How long?
Landlord Name:					
Landlord email:					Phone:
Smoker	Yes	No	(Please circle)	Pets	(Please specify)
University attending		Course			Academic Year

CHECKLIST:

- Photographic ID tenant –
- Photographic ID guarantor –
- Proof of Residency tenant –
- Proof of Residency guarantor –
- Guarantor Employment Letter –
- £50 Application Fee –

<p><u>Agents Use</u> Landlord Reference Complete: Satisfactory: Signed & Dated:</p>

Guarantor Details			
Name of Guarantor:			
Address:			
		Post Code:	Phone:
Mobile:	Email address:		
Own circle)	Rent	NIHE Tenant	Living with relatives Other (Please circle)
Relationship to applicant:			How long? DOB:
Employment Information			
Employed:	Self Employed:	Retired:	
Occupation:			
Current employer/Accountant/Pension Administrator:			
Address:			
		Post Code:	
Phone:	E-mail:	Period in employment:	

Agents Use

Employment Reference Complete:

Satisfactory:

Signed & Dated:

Signed Declaration

I can confirm that the information supplied, to the best of my knowledge, is true and can be used for referencing purposes.

Tenant	Date
Guarantor	Date

GUARANTEE

To the Landlord

Tenant Name Property

IN CONSIDERATION of your agreeing to accept the within named person/s as tenant/s of the premises described in the foregoing Agreement I hereby for myself my heirs executors administrators and assigns GUARANTEE to you and your heirs executors administrators and assigns punctual payment of the said rent payable jointly and severally by the Tenant/s or as the same may be varied by law until full clear and legal possession shall be delivered up to you and I agree to INDEMNIFY you and your heirs executors administrators and assigns again all loss or damage done to the said premises by the Tenant/s jointly or severally or through their negligence or by reason of the non-fulfillment of any of the stipulations and conditions the part of the Tenant/s in the foregoing Agreement contained and for all costs of any proceedings for recovery of the rent or possession of said premises. Should Notice to Quit be served by the Landlord on the Tenant/s or Ejectment Summons or Eviction Decree obtained in respect of the said premises and afterwards withdrawn my Guarantee shall not be affected thereby but shall remain in full force and effect in respect of the new tenancy thereby created nor shall my liability under this Guarantee be affected by giving the Tenant/s time to pay the amount due to him/her/them or agreeing to accept same time installments. I hereby confirm that I am a homeowner.

Dated this Day of

Signed as Guarantor

Print Name

Occupation

Address

Telephone

Witness

Print Name

Occupation

Address

Telephone

HOLDING FEE DECLARATION

Address (CAPITALS)

.....

.....

Tenant 1(CAPITALS)

Tenant 2(CAPITALS)

Tenant 3(CAPITALS)

Tenant 4(CAPITALS)

Tenant 5(CAPITALS)

I/We the undersigned hereby agree that in consideration for Rodgers & Finney Estate Agents Ltd withdrawing the above property from the Rental Market. The £200 booking fee which I/we have paid will be non-refundable.
I/We further agree that if we do not sign a lease and pay full monies by the of 2018 Rodgers & Finney Estate Agents Ltd may once again advertise and re-let the above property on the open market.
On formal signatures and payment of all monies the £200 booking fee will be returned or used in part-payment of same.

Signed

Signed

Signed

Signed

Signed

Date

THIS DEED OF GUARANTEE for the tenancy of

BETWEEN

(1) Name of Guarantor –

AND

(2) Name of Landlord -

RECITAL

The landlord has granted a tenancy (short particulars of which are set out in the Tenancy Agreement to the tenant therein named (the tenant).

WITNESS

(1) The Guarantor in consideration of the Tenancy Agreement and grant therein contained hereby covenants with and to the landlord that:-

(a) If the Tenant shall make any default at any time during the term of the Tenancy Agreement and any extension of that term, whether evidenced in writing or not, in payment of the rent or in observing or performing any of the covenants or restrictions contained in the Tenancy Agreement the Guarantor will pay the rent and observe and perform the covenants or restrictions in respect of which the Tenant shall be in default;

(b) The Guarantor will at all times hereafter pay and make good to the landlord on demand all losses costs damages and expenses occasioned to the landlord by the non-payment of the said rent or any part thereof of the breach and non-performance of any of the said covenants and conditions on the part of tenant.

(2) That any variation of the Tenancy Agreement or any License granted there under at any neglect or forbearance on the part of the landlord in enforcing or giving time to the Tenant for payment of the said rents or any part thereof or the observance of performance of any to the said covenants and conditions shall not in any way release the Guarantor in the respect of his liability under the covenants on his part herein contained.

(3) References in this Guarantee to the Guarantor shall include the Guarantor named in this Guarantee and his successors and assigns and his executors or administrators.

In WITNESS whereof the Guarantor has executed this Deed, of the Tenancy Agreement

Dated this _____ day of _____ 2019

SIGNATURE OF GUARANTOR: _____

Full Name:

Address:

Occupation:

Mobile Number:

Landline Number:

ID Provided: YES/ NO

Signature of Witness: _____

Address: