



TENANCY APPLICATION

Thank you for choosing Turning Point Property Sales to help find your home. Please find attached our application form, to be completed fully, signed and returned with the following documents for reference purposes:

Tenant Checklist:

- ✓ Valid Photographic ID (Passport, Driving License, National ID Card)
- ✓ Valid Proof Of Residency (Bank Statement, Utility Bill, Valid Tenancy Agreement)
- ✓ Recent Payslip (No More Than Three Months Old) (If Self-Employed Or Retired, A Letter From Your Accountant Confirming There Is Sufficient Funds To Cover Rent)
- ✓ Employer Reference or Benefit Statement
- ✓ Landlords Reference (Written)

Guarantor Checklist:

- ✓ Valid Photographic ID (Passport, Driving License, National ID Card)
- ✓ Valid Proof Of Residency (Bank Statement, Utility Bill, Valid Tenancy Agreement)
- ✓ Recent Payslip (No More Than Three Months Old) (If Self-Employed Or Retired, A Letter From Your Accountant Confirming There Is Sufficient Funds To Cover Rent)

Application Process:

When complete, please return your application form (along with tenant and guarantor checklist items) and written references to our office as soon as possible. You can find us at 23A Belmore Street, Enniskillen, Co. Fermanagh, BT74 6AA. Alternatively, you can email a scanned copy to enniskillen@turningpointproperties.co.uk

A copy of the application form and references will then be forwarded to the Landlord of the applied property for consideration. We will make appropriate checks on the information provided. All findings will be checked by the Landlord and as soon as the Landlord has made their decision we will let you know.

Please ensure all information provided is correct and included as incomplete applications cannot be processed.

Tenancy Deposit:

If you are selected by the Landlord as the successful applicant, you are required to provide an application fee and a holding deposit equivalent to a month's rent. If the property is a 'Let Only' and managed by the Landlord, both payments will be held by Turning Point Property Sales until the lease is signed, then released to the landlord. If the property is a 'Managed Property' and managed by ourselves, the deposit will be registered and protected by the Tenancy Deposit Scheme NI. Funds must be cleared before released.

Rent:

First month's rent must be paid on or before the day your lease agreement begins. If paying by bank transfer, please allow 3 working days to clear. If paying by cheque, please allow 7 working days to clear. You are required to pay rent the 1st of every month. Funds must be cleared before released.

Guarantor:

A Guarantor must be a UK resident (preferably living in Northern Ireland) in full time employment. If you cannot provide a UK guarantor, a double deposit is required.

Electricity/Water/Oil/Telephone:

This is the tenant's responsibility and not the landlords/ estate agent. It is the tenant's responsibility and as a tenant you are responsible for contacting the relevant supplier to request that the supplies (BT, Virgin Media, Water service, NIE etc.) are to be transferred into your name.

Repairs:

If the property is 'Fully Managed' by Turning Point Property Sales, the agent is responsible for repairs and maintenance. If the property is a 'Let Only' the landlord is responsible for repairs and maintenance.

1. The Property

Address of the property you are interested in?

<hr/> <hr/> Postcode _____

How did you find out about this property?

Turning Point Website		Turning Point To Let Board		Office Visit	
Property Pal Website		Local Newspaper		Word of Mouth	

Property Let Type

Fully Managed		Let Only	
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Property Type

Detached		Semi-Detached		Bungalow		Terraced		Flat	
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2. About You

Title:		Forename (s):	
Surname:		Date of birth:	
Home phone number:		Mobile number:	
Email address:			

3. Residential status of your current address?

Property owner		Housing Executive tenant		Private tenant		Living with friends/relatives	
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What is your current address?

<hr/> <hr/> <hr/> Postcode _____

How long have you lived at this address?

Years	Months
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3.1 Residential status of your previous address?

Property Owner		Housing Executive tenant		Private tenant		Living with friends/relatives	
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What is your previous address?

<hr/> <hr/> <hr/> Postcode _____

How long did you live at your previous address?

Years	Months
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3.2 If you are a private tenant, please provide the details of the letting agent/landlord/managing agent of your current address?

<hr/> <hr/> <hr/> Postcode _____

4. Your employment & income details

Are you employed full time?		Are you employed part-time?		Are you self-employed?	
Are you retired? (If so please go to section 5)		Are you unemployed? (If so please go to section 4.3)		Are you living by independent means? (If so please go to section 5)	

4.1 Your employer details

Please provide details of your current employer. If you are self-employed please give your accountant details. If you are unemployed, please go to section 4.3

Contact name:	
Company Name:	
Contact Position:	
Contact Number:	
Contact Email:	

Contact address

Postcode _____

4.2 Income details

What is your job title?	
Is your job permanent or temporary?	
What is your GROSS salary per year	

When did you start working for this employer?	
Do you have any other income?	
If you have additional information, please provide details below:	

4.3 Benefit Entitlement

Please provide details of all the benefits which are currently receiving. A copy of your Benefit Decision Note is required and should be attached to this application.

Type of Benefit	How much you are entitled to?	How often do you receive payments?

5. Next of Kin Details

Please give details of a family member we can contact in case of an emergency.

Contact Name:	
Landline Number:	
Mobile Number:	

6. Personal Details & Property Confirmation

6.1 Personal Details Confirmation

I can confirm that the information provided in this application is true to the best of my knowledge

Yes		No	
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If you answered **NO** to the above statement, please identify at below any information which may be incorrect.

6.2 Property Confirmation

I can confirm that during my inspection of the property I found it to be in good condition and I am prepared to accept the property as it stands

Yes		No	
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If you answered **NO** to the above statement, please identify at below any information which may be incorrect.

7. Declaration

I confirm that all information supplied is accurate. I understand that Turning Point Property Sales may seek bank or employer reference and may keep record of that reference of 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 will be given. Strict confidence will be observed in the processing of this application.

8. Tenancy Application Confirmation

Full Name:	
Signed:	
Date:	