



# Tenancy Application Form

Please complete all sections of the application form. Failure to fill in all the details may delay your application

**Date Application Received**  
(Office Only)

DD / MM / YYYY

Please be aware by submitting this application credit referencing checks will be carried out on both the applicant and the guarantor. Once the application has been approved by the landlord the property will remain advertised for rent until the full deposit has been received and tenancy agreement has been signed by all tenants. A holding deposit may be required. A home owning guarantor is required for each applicant. Please note that the guarantor must be a UK homeowner. Deposits will be registered within 14 days of receipt being signed under the Tenancy Deposit Schemes Regulations (NI) 2012.

## Property Details

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Property:

Rent: £  Start Date:  Length of Lease:  Deposit: £

Who will live in the property with you?  Joint Application  Solo Application

## Applicant Details

Title:  Name:

Address:  Post Code:

D.O.B.  DD / MM / YY National Ins:  Telephone:

Email:

Smoker  Benefits  Other Income  Pets  Pet Details:

## Current Rental Situation

Living with Family  Private Rent  N.I.H.E.  Other:

Title:  Name:

Address:  Postcode:

D.O.B.  DD / MM / YY National Ins:  Telephone:

Email:

## Repairs Required Prior To Commencement Of Tenancy:

N/A Required 

If required, please list any and all repairs which you require to be carried out at the property prior to the commencement of your tenancy. **PLEASE NOTE:** Repairs cannot be guaranteed & are only a request to the Landlord.

## Previous Rental History (If You Stayed In Rented Accommodation Or Personal Reference):

**PAGE 2/3**Previous Address: Postcode: Start Date: Finish Date: Telephone: Landlord/Agent: Email: Address: 

## Guarantor Personal Details: (Your Guarantor MUST be a homeowner within the UK)

If you provide the office with incorrect details and a new contract is required - you will be charged each time a new contract is issued at £75.00 + VAT

Name: D.O.B. : Telephone: Address: Time at Address: Postcode: Email: 

**\*\* We will send an agreement to this person. It must be signed and returned before the tenancy can commence and keys are given out. \*\***

## Guarantor Employment Details:

Employed  Self-Employed  Unemployed  Retired  Other: Job Title: Employer's Name: Address: Postcode: Employer's Telephone: Employer's Email:

Employment Type (select one): Full Time employed  Part Time employed  Temporary  Contract   
 Unemployed  Self-employed  Retired  Student  Payment in advance

Occupation:  Employment: Permanent  Contract   
 Temporary

Company Name:

Company Address:

Employer contact name:

Employer contact position:

Contact's Email:

Contact's Telephone Number:

Gross Salary:

Payroll Number:

Start Date:  End Date:

Please provide details of additional income:

Any Additional Income:

Amount of Additional Income:

GDPR

Nest Estate Agents is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of managing your tenancy/ or tenancy you are guarantor for.

The personal data may be shared internally within Nest Estate Agents internal departments with the purpose of providing an efficient service. It may also be shared with our contractors for the purposes of managing repairs within your property.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on Nest Estate Agents to do so.

The personal data is held and stored by Nest Estate Agents in a safe and secure manner and in compliance with Data Protection Legislation.

Additional Information

We collect personal information about you in this form to assess your application for a tenancy. We may need to collect information about you from previous landlords or letting agents, your current or previous employer and your referees as well as guarantors. By signing this application form you give us your consent to collect this information. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

- The information, I have given in my application form, is true to the best of my knowledge.
- I understand that my deposit will not be refunded should I not proceed with a tenancy.
- I accept that I am satisfied with the condition of the property when viewed, any discrepancies are noted in the pre-agreed repairs section. If no pre-agreed repairs are stated the property is taken as seen.
- I consent to this information being verified by fair and lawful means, which I understand will involve.
- Contacting previous landlord / letting agents, current / previous employer, referees as well as guarantors.

**We cannot proceed with this application if you do not consent to these terms.**

I hereby confirm that the information provided by me is to the best of my knowledge true and accurate. I consent to the information provided being verified by contacting the third parties detailed in this form. I authorise Nest Property Management or any assessment company to disclose any information about me and my account to any credit reference agency who may retain record of any such search. Information thus registered is used only to help make credit, insurance and property rental decisions or occasionally for fraud prevention or tracing debtors.

PRINT NAME:

SIGNATURE:

DATE:

Please return to  
**Nest Estate Agents**  
 11 The Square,  
 Ballyclare, BT39 9BB  
 Telephone: 028 9343 8090  
 Email: [hello@nestestateagents.com](mailto:hello@nestestateagents.com)

**CLICK HERE TO  
 SUBMIT FORM**