



485 Lisburn Road,
Belfast,
BT9 7EZ
Tel: 028 9066 1111

223a Upper Newtownards Road,
Belfast,
BT4 3JD
Tel: 028 9065 5060

69 High Street,
Bangor,
BT20 5BD
Tel: 028 9147 9797

FETHERSTON CLEMENTS – LETTING CHECKLIST

Name:

Date Submitted:

- Qualification Charge
- Copy of Identification (Passport/Driving Licence)
- Guarantor Form completed (If applicable)
- Guarantor Copy of Identification (Passport/Driving Licence)
- Copy of National Insurance Number (Or Proof of NI Number)
- Housing Benefit Letter stating monthly/weekly rent allowance

Qualification Charge: Each completed form should be returned to Fetherston Clements along with a **£50 non-refundable** Qualification Charge. Once you have been qualified as a prospective tenant, you will be eligible to be considered for any property Fetherston Clements has on the rental market for the following 6 months after your form has been submitted.

Rent / Security: One month’s rent in advance together with one month’s rent as a refundable cleaning / damages deposit must be paid upon signing of lease. Funds must be cleared before keys will be released. The tenant must pay rent in full by Bankers Standing Order or alternatively with the written consent of the Landlord directly to this office between 1st and 5th of each month. Failure to comply with same may be considered as a breach of the tenancy agreement and the landlord may seek to take appropriate legal action. The refundable cleaning / damages deposit cannot under any circumstances be used to cover the last month’s rent.

Guarantor: One approved Guarantor per Tenant may be requested or alternatively a double deposit in lieu of a Guarantor. The double deposit in lieu of Guarantor will be refundable provided all debts, rents etc have been cleared.

Proof of Identification: All tenants must produce a driving licence, passport or other suitable form of photographic identification to confirm name and identity.

Electricity/Gas/Water/Telephone: This is the Tenant’s responsibility and the Landlord / Letting Agent will have no responsibility if the supply to the property is not connected at the commencement of the Tenancy. The tenant must contact the relevant utility suppliers (NIE, Airtricity, Firmus, BT, Water Service, Virgin Media etc.) to request that the supplies be transferred into the Tenants name,

Keys / Remote Controls: In all lettings, one complete set of keys per tenant will be released. It is the tenant’s own responsibility to get additional sets cut. Likewise, only one car park / garage remote control will be released.

Insurance: It is the responsibility of the Landlord to put in place insurance for the building contents. However the Tenant’s belongings are not insured. Therefore we suggest that the Tenants make arrangements to have their personal belongings insured.

Repairs: The Agent is responsible for organising and authorising repairs and maintenance only if they are the Managing Agents of the leased property. If Fetherston Clements are not the managing agents, any request for repairs / maintenance are to be made directly to the landlord. You will be advised prior to commencement of the lease who will be managing the property. If a tenant authorises a contractor to carry out work in an emergency, it is on the understanding that the relevant enquiries will be made and invoices for the non urgent work referred to them for payment.

References: Upon receipt of a completed qualification form additional references may be required. If further references are required these will be sought out without prior authorisation from the tenant and all costs in relation to these will be borne by the tenant. All information contained within the references will be treated in the strictest confidence. NB: References may take up to ten working days to obtain.

I confirm that all information supplied is true and will be the basis of any contract between Fetherston Clements and myself and does not represent any offer between Fetherston Clements and the prospective Tenant. I understand that Fetherston Clements may seek a bank or employer reference and may keep a record of that reference on their files. The results of their findings will be passed to the Landlord / Managing Agent and if a qualified prospective tenant is refused a property, for whatever reason, no explanation will be given. Any qualification charges levied are strictly non refundable in any event. Strict confidence will be observed in the processing of this form.

Signature: _____

Date: _____

These notes are for information purposes only and should not be construed as forming part of a contract.



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PRIVATE & CONFIDENTIAL
QUALIFICATION FORM
(SUBJECT TO TENANCY & REFERENCES)

CANDIDATE INFORMATION

Name:		NI no:	
Date of Birth:		Phone:	
Please Provide 3 Years of Addresses (Including Overseas)		Email:	
Current Address:			
City:	Country:	Post Code:	
Own Rent (please circle)	Monthly Payment or Rent:	Period:	
Previous Address			
City:	Country:	Post Code:	
Owned Rented (please circle)	Monthly Payment or Rent:	Period:	
Previous Address:			
City:	Country:	Period:	
Owned Rented (please circle)	Monthly Payment or Rent:	Period:	

EMPLOYMENT INFORMATION

Candidate Occupation:		
Current Employer:		
Employer Contact Name:		
Employer Address:		
City:	Country:	Post Code:
Employer Phone:	Employer Email:	Period:
Employer Position:	Paid Hourly Salary (please circle)	Annual Income:

DETAILS OF PREVIOUS LANDLORD / MANAGING AGENT

Name:	
Address:	Phone:
Address of Rental Property:	
Dates of Tenancy with this Landlord:	
Your Reason for Ending Current Tenancy:	

EMERGENCY CONTACT:

Name a person not residing with you:		
Address:		
City:	County:	Post Code:
Phone:	Relationship:	

GUARANTOR DETAILS (IF APPLICABLE)

Name:	
Address:	Phone:
Relation to you:	



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CHILDREN:	PLEASE STATE THEIR AGES:
CRIMINAL RECORD?	YES / NO (please circle and give details:
ARE YOU A SMOKER?	YES / NO (please circle)
DO YOU HAVE PETS?	YES / NO (please circle)
Rental Budget: £	
TENANCY START DATE REQUIRED:	
LENGTH OF TENANCY REQUIRED (months):	
NAMES OF ANY JOINT PROSPECTIVE TENANTS:	
ONCE QUALIFIED:	
If you would like your qualified profile to be considered for any specific rental properties, please e-mail the relevant agent the address, preferred move-in date, rental offer amount and any further requirements you have for the property.	

If you have been successfully qualified and subsequently accepted as a tenant, a deposit equal to one months rent is required prior to the commencement of the tenancy as security for the performance of the tenants obligations and shall be repayable to the tenants only at the end of the tenancy and then without interest and after deduction wherefrom of any sums required to compensate the landlord whether wholly of in part for any breach of obligation on the tenants part.

N.B. The deposit will be held with TDSNI

Costs upon taking tenancy of a property:

First Months rent in advance	£
Rental deposit (one months rent)	£
Qualification Charge	£50.00
1% cash handling fee	£
<i>Paid on submission</i>	

Total	£

BY SIGNING THIS QUALIFICATION FORM YOU ARE GIVING US AUTHORITY TO CONTACT YOUR EMPLOYER, PREVIOUS LANDLORD AND OBTAIN A CREDIT CHECK USING HOMELET. IF YOU DO NOT WISH US TO CONTACT ANY OF THESE PLEASE LET US KNOW PRIOR TO SUBMISSION OF THIS FORM.

Statement by prospective tenant

I confirm that the information I have given is correct, I agree to the reference being requested from the referees stated. I understand the terms set out as above. I am aware that information held about me may be shared within our group.

Signature _____

Date ____/____/____