

# FETHERSTON CLEMENTS – LETTINGS CHECKLIST



Name: .....  
Date Submitted: .....

## Referencing Options (please tick one of the following options)

- Option A-** You do not wish to submit any referencing with your details to be considered by any of our landlord clients (no fee payable to Fetherston Clements)
- Option B-** You wish to submit all of your own referencing to include credit check, landlord reference and/ or current employer as applicable (no fee payable to Fetherston Clements) (\*\* see below)
- Option C-** You wish for Fetherston Clements to carry out referencing checks on you to be considered by any of our landlord clients. This includes credit check, previous landlord reference and/ or current employer reference as applicable to you. (The fee is £50 (£25 for students) payable to Fetherston Clements and is non-refundable. This referencing will remain valid for 6 months from the date of submission)

## All Options- Please tick which information you have supplied to Fetherston Clements-

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

## \*\* Option B only- Please tick which information you have supplied to Fetherston Clements-

- Own Credit check within last 1 month       Landlord reference on headed paper or emailed directly to FC
- Employer reference confirming length of employment, title, salary and whether permanent or temporary basis

**We reserve the right to call your referees and guarantor/s to confirm authenticity of references/ agreements**

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

**Processing times:** On average, the administration and decision processes take between 2 and 5 working days from date of full submission of qualification form and guarantor agreement. This timeframe can be longer depending on when we received the landlord's decision on his/ her preferred applicant.

**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 ask for further references and may keep a record of any references 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.**

Forms can be sent to the specific FC employee you have been dealing with or email to [info@fetherstonclements.com](mailto:info@fetherstonclements.com) or deliver to one of our offices-

South Belfast-	485 Lisburn Road, Belfast, BT9 7EZ	02890661111
East Belfast -	223a Upper Newtownards Road, Belfast, BT4 3JD	02890655060
Bangor-	69 High Street, Bangor, BT20 5BD	02891479797

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

**CANDIDATE INFORMATION**

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

**If you do not have a UK based guarantor, are you willing to pay a double deposit?:    YES/ NO**

<b>CHILDREN: YES/ NO</b>	<b>PLEASE STATE THEIR AGES:</b>
<b>CRIMINAL RECORD?</b>	<b>YES / NO (please circle and give details:</b>
ARE YOU A SMOKER?	YES / NO (please circle)
DO YOU HAVE PETS?	YES / NO (please circle) State type of pet etc:
Rental Budget: £	
<b>TENANCY START DATE REQUIRED:</b>	
<b>LENGTH OF TENANCY REQUIRED (months):</b>	
<b>NAMES OF ANY JOINT PROSPECTIVE TENANTS:</b>	
<b>ONCE QUALIFIED:</b>	
If you would like your 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 accepted as a tenant, a deposit equal to one month's rent (or double deposit if you do not have a UK based guarantor) 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 or 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 month's rent in advance	£
Rental deposit (single/ double deposit)	£
Qualification Charge (if applicable)	£50.00
1% cash handling fee	£
<i>Paid on submission</i>	
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<b><u>Total</u></b>	£

**OPTION B & C- BY SIGNING THIS QUALIFICATION FORM YOU ARE GIVING US AUTHORITY TO CONTACT YOUR EMPLOYER, PREVIOUS LANDLORD AND/ OR OBTAIN A CREDIT CHECK USING HOMELET AS APPROPRIATE.**

For all candidates, we reserve the right to call your guarantor/s to confirm authenticity of agreement.

**IF YOU DO NOT WISH US TO CONTACT ANY OF THESE PLEASE LET US KNOW PRIOR TO SUBMISSION OF THIS FORM, STATING THE REASONING WHY.**

**Statement by prospective tenant**

*I confirm that the information I have given is correct and I understand and agree to the terms set out as above. I am aware that information held about me may be shared within our group.*

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_