

# Capital Properties

## APPLICATION FOR TENANCY

Capital Properties charge an 'Application Fee'. This fee is to cover the costs of processing your tenancy request and once paid is non refundable. Each individual tenant must complete an application and pay the application fee. This fee has to be paid upon completion of the application for tenancy. All related paperwork and related monies must be paid within 10 days of application. If you are using a guarantor you must ensure they return the signed Guarantor Agreement before the signing takes place.

### PLEASE COMPLETE FORM USING CAPITAL LETTERS ONLY

**PROPERTY APPLIED FOR:**.....

#### Your Details

Your name inc title:.....  
Current Address .....  
..... Post Code .....  
Years at address..... Email.....  
Telephone:..... Mobile:.....  
Date of Birth:..... NI Number:.....

#### How did you hear about us (please indicate which applies)

Internet                      Word of mouth                      Passed by the office  
Other (please give details):.....

#### Identification (please indicate which provided)

Passport                      Driving Licence                      Student ID

#### Current Occupancy Status (please indicate which applies to you)

Owner                      Private Tenant                      Living with relatives

#### Current Employment (please indicate which applies to you)

Employed                      Self employed                      On contract                      Student  
Unemployed                      Independent means

### IF YOU ARE A STUDENT PLEASE COMPLETE THE FOLLOWING SECTION

Name of Course:.....  
Current Year of Study:.....  
Campus Address:.....

#### Parent Details

Name:.....  
Address:.....  
.....  
Telephone:..... Email.....

**Guarantor Details**

Name:.....  
Address:.....  
.....  
Telephone:.....Email:.....

**IF YOU ARE A PROFESSIONAL PLEASE COMPLETE THE FOLLOWING SECTION**

**Current landlord/managing agent details**

Name:.....  
Address:.....  
.....  
Telephone:..... Email:.....

**Employer details**

Name of company:.....  
Contact name:.....  
Address:.....  
.....  
Telephone:..... Email:.....  
Position held Gross Salary  
Start Date

**Personal reference**

Name:.....  
Address:.....  
.....  
Telephone:..... Email:.....

**Previous address**

If you have been at your current address for less than 3 years please provide a previous address:

.....  
.....

**Declaration** *(please read carefully before signing)*

I hereby confirm that the information I have provided is true to the best of my knowledge and that I have no objection to Capital Properties approaching the referees or guarantors whose details I have provided for their respective purposes. I understand that, should a tenancy be granted following my application, and the information I have provided is found to be false, the landlord will have sufficient grounds to terminate the tenancy. I agree to the information I have provided being stored on computer and on file by Capital Properties, and referred to by Capital Properties where necessary. I confirm that the deposit required is available and understand the terms of entering into a Tenancy Agreement. I understand that the deposit has to be paid prior to the commencement of the Tenancy Agreement and that this deposit will be registered with the appropriate Tenancy Deposit Scheme.

Signature:..... Date:.....