

Tenant Application Form

Telephone: 091-771898

E-mail: letting@winterspm.com

PSRA Licence No: 001876

Address of Property: _____

Number of Occupants: _____ Adults: _____ Children: _____

Pets: **Yes / No** If yes, please specify _____

Date you wish to move in: _____ Monthly Rent: _____ Security Deposit: _____

Length of Lease Requested? **12 Months:** _____ **Other:** _____

Name of Letting Agent who showed you this Property: _____ Date of Lease Signing: _____

*During initial application, prospective Tenants should complete all sections of the form noted as Part 1 – Application Stage.
If their application has been accepted by the Landlord, data within Part 2 – Acceptance Stage **will need to be completed** prior to lease signing occurring.
Note: All unsuccessful Tenant Application Forms will be destroyed.*

PART 1: APPLICATION STAGE <i>Please read carefully</i> At this stage of the process each applicant must supply the following: (a) Present Employer <u>Written Reference</u> (b) Previous Landlord <u>Written Reference</u> (c) Photo ID per applicant	PART 2: ACCEPTANCE STAGE <i>To be completed if application is accepted</i>
1 (a) HEAD TENANT PERSONAL DETAILS Mr/Mrs/Ms _____ First Name: _____ Last Name (s) _____ Home Address: _____ Mobile Phone No: _____ Nationality: _____ Date of Birth (dd/mm/yy) _____ Email Address: _____	PPS Number for Head Tenant: _____ OFFICE USE REFERENCE 1 <input type="checkbox"/> REFERENCE 2 <input type="checkbox"/> PHOTO ID <input type="checkbox"/>
1 (b) HEAD TENANT EMPLOYMENT DETAILS Job Title: _____ Employer's Name: _____ Employer's Address: _____ Tel No: _____	
2 (a) SECOND TENANT PERSONAL DETAILS Mr/Mrs/Ms _____ First Name: _____ Last Name (s) _____ Home Address: _____ Mobile Phone No: _____ Nationality: _____ Date of Birth (dd/mm/yy) _____ Email Address: _____	PPS Number for Second Tenant: _____ OFFICE USE REFERENCE 1 <input type="checkbox"/> REFERENCE 2 <input type="checkbox"/> PHOTO ID <input type="checkbox"/>
2 (b) SECOND TENANT EMPLOYMENT DETAILS Job Title: _____ Employer's Name: _____ Employer's Address: _____ Tel No: _____	

3 (a) THIRD TENANT PERSONAL DETAILS

Mr/Mrs/Ms _____ First Name: _____ Last Name (s) _____

Home Address: _____

Mobile Phone No: _____ Nationality: _____

Date of Birth (dd/mm/yy) _____ Email Address: _____

3 (b) THIRD TENANT EMPLOYMENT DETAILS

Job Title: _____ Employer's Name: _____

Employer's Address: _____ Tel No: _____

PPS Number for Third Tenant: _____

OFFICE USE

REFERENCE 1
REFERENCE 2
PHOTO ID

4 (a) FOURTH TENANT PERSONAL DETAILS

Mr/Mrs/Ms _____ First Name: _____ Last Name (s) _____

Home Address: _____

Mobile Phone No: _____ Nationality: _____

Date of Birth (dd/mm/yy) _____ Email Address: _____

4 (b) FOURTH TENANT EMPLOYMENT DETAILS

Job Title: _____ Employer's Name: _____

Employer's Address: _____ Tel No: _____

PPS Number for Fourth Tenant: _____

OFFICE USE

REFERENCE 1
REFERENCE 2
PHOTO ID

WE WELCOME SOME FEEDBACK FROM YOU

Where did you hear about Winters Property Management Limited?

www.winterspm.com

Galway Advertiser

www.daft.ie

Word of Mouth

Facebook

Other Please specify _____

IMPORTANT NOTES:

This application is **not** a contract and is **not** a guarantee of acceptance. We cannot proceed with any application until all references have been received by our office & Part 1 of this form is complete.

If your application is successful and has been accepted by the Landlord, you will be required to complete Part 2 and pay the agreed security deposit without delay.

A **STANDING ORDER MUST** BE SET UP TO PAY YOUR RENT ON A MONTHLY BASIS IN ADVANCE. IF RENTS ARE NOT PAID ON TIME, A LATE FEE OF €30 WILL BE INCURRED.

Recommendation:

It is recommended that tenants take out an insurance policy to cover their own contents & valuables.

CURRENT BANK A/C DETAILS

(this account will be used to set up your standing order for payment of rent in advance)

Name of Bank: _____

Bank Address: _____

A/C Holder Name: _____

BIC: _____

IBAN: _____

I DECLARE THAT ALL INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND ALL/ANY CONDITIONS SET OUT IN THIS APPLICATION.

Signed: _____

Date: _____