

RENTAL APPLICATION FORM

	DETAILS OF APPLICANT 1	DETAILS OF APPLICANT 2	DETAILS OF APPLICANT 3
Name (in full):			
Contact No:			
Email:			
Current Address			
Dates of Tenancy	From: To:	From: To:	From: To:
Reason for leaving			
Smoker	Yes No	Yes No	Yes No
Employer			
Dates of Employment			
Position:			
Employer Reference Attached			
Other Proposed Occupants	Single tenant ___ Group of adults ___ How many? ___ Family ___ No. & Ages of Children ___		
Consent	<i>Please Tick here to grant consent to communicate with your supplied references</i> Yes: ___ No: ___		
Address of rental property			
Landlord Reference Attached			
Landlord's phone number:			
Landlord's email			
Have you any pets if so what kind?			
Date of Birth:			
PPS Number:			

Applicant 1 signature: _____ Date: _____

Applicant 2 signature: _____ Date: _____

THIS FORM MAY BE SUBMITTED TO THE LANDLORD FOR APPROVAL.

Should your application be successful we require the following for each applicant;

1. **Photo Identification** (Passport or drivers' licence).
2. **Landlord Reference.** (Must state the address of the property, time periods you were there, and landlord contact information phone number and email).
3. 2 x Recent Payslips
4. **Utility bill** (bank statement, phone bill, motor tax renewal or revenue certs will suffice)
5. **Work Reference** (On company headed paper, indicating the time period and position you hold in the company).
6. **Completed application form.**

Should your application be successful, location location will require the following:

- **P.P.S. Number** (To register with the Residential Tenancy Board).
- **Security Deposit**
- **1st Month's Rent in advance** (payable 12hrs prior to lease signing)

If you wish to secure a property through our agency it is important that we receive a Security Deposit (Equivalent to the first month's rent) within twenty- four hours. If you decide not to take the property having paid the deposit, Location Location will deduct an administration cost from the deposit and return the balance to you.

Forms must be completed in full, references provided are subject to verification at any stage of the application process. Please note we adhere to the GDPR and the Data Protection Act 2018 to comply with all of the principles of data protection law. We will retain your information whilst you are actively applying to rent the above mentioned property, if your application is unsuccessful, we shall shred/delete your information with immediate effect. If you are the new tenant of the property then we shall hold your details on file for a duration of five years as per the Anti -Money Laundering act to comply with all customer due diligence requirements. Please note we will never share your information with any third party with the exception of the regulator. We will require proof of utility transfers via email (esb & gas) prior to key collection. This application is not a contract and is not a guarantee of acceptance.

As part of our process – we also contact Employers/Previous Landlords which have been supplied as References.

We require proof of utility transfers via email (esb & gas) before collection of keys.

As part of the utility set up, location location will set up bin collection for each tenancy unless there is a bin service provided by a block management company. Should you have an account with a waste removal company proof of transfer will be required upon lease signing.

Please Tick here _____ to grant consent for location location to share your contact details with utility providers.

This is non-negotiable.

PSL No: 003928

info@locationlocation.ie