



Unit 5a, Liosban Business Park, Tuam Road, Galway

# Tenant Application Form – PART 1

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 (Official use): \_\_\_\_\_

During initial application, prospective Tenants should complete all sections of this **Part 1** form.

All applicants must include: **(A) Written Employer Reference, and (B) Previous Landlord Written Reference**

If your application is accepted by the Landlord, you will then be required to fill out a **Part 2 form – Acceptance Stage**, which will need to be completed prior to lease signing.

*Additional details that will be required are; PPS numbers for all tenants to complete RTB registration, details for one bank account only – this will be used to set up the standing order for the monthly rent, Copy of Photo ID (Passport /Driving license) and Emergency Point of Contact details.*

**Please Note: All unsuccessful Tenant Application Forms will be destroyed.**

## 1 (a) HEAD TENANT PERSONAL DETAILS

Mr/Mrs/Ms \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name (s) \_\_\_\_\_

Current Permanent Address (6 months+)/Home Address:  
\_\_\_\_\_

Mobile Phone No: \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_

Email Address: \_\_\_\_\_

## 1 (b) HEAD TENANT EMPLOYMENT DETAILS

Job Title: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

## 2 (a) SECOND TENANT PERSONAL DETAILS

Mr/Mrs/Ms \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name (s) \_\_\_\_\_

Current Permanent Address (6 months+)/Home Address:  
\_\_\_\_\_

Mobile Phone No: \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2 (b) SECOND TENANT EMPLOYMENT DETAILS

Job Title: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

**3 (a) THIRD TENANT PERSONAL DETAILS**

Mr/Mrs/Ms \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name (s) \_\_\_\_\_

Current Permanent Address (6 months+)/Home Address:  
\_\_\_\_\_

Mobile Phone No: \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_

Email Address: \_\_\_\_\_

**3 (b) THIRD TENANT EMPLOYMENT DETAILS**

Job Title: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

**4 (a) FOURTH TENANT PERSONAL DETAILS**

Mr/Mrs/Ms \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name (s) \_\_\_\_\_

Current Permanent Address (6 months+)/Home Address:  
\_\_\_\_\_

Mobile Phone No: \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_

Email Address: \_\_\_\_\_

**4 (b) FOURTH TENANT EMPLOYMENT DETAILS**

Job Title: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

**WE WELCOME SOME FEEDBACK FROM YOU .....**

Where did you hear about Winters Property Management DAC?

[www.winterspm.com](http://www.winterspm.com)

Galway Advertiser

[www.daft.ie](http://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 & this form is fully complete.  
If your application is successful and has been accepted by the Landlord, you will be required to complete Part 2 of the application 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.

**I/we on behalf of all applicants wish to confirm that we consent to the data provided above being utilised by Winters Property Management DAC in connection to our application to rent this property. This consent is only required up to the commencement of a tenancy. Once a tenancy commences no consent is required due to lawfulness of processing.**

**I/we 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.**

**I/we consent for WPM DAC to use the details provided for Property Services marketing**

**Signature/s:** \_\_\_\_\_ **Date:** \_\_\_\_\_