



TENANT APPLICATION FORM

To ensure we have the correct details on your lease, could you please complete this form and return it with the following documents:

- Confirmation of employment on Company headed paper
- Reference from previous Landlord
- Photographic ID
- Bank Details
- Property_____

Name Of Head Tenant:	
Correspondence Address:	
Phone Number:	
Alternate Phone Number:	
Email Address:	
PPSN (for PRTB purposes):	

Name Of Tenant:	
Correspondence Address:	
Phone Number:	
Alternate Phone Number:	
Email Address:	
PPSN (for PRTB purposes):	



Name Of Tenant:	
Correspondence Address:	
Phone Number:	
Alternate Phone Number:	
Email Address:	
PPSN (for PRTB purposes):	

Name Of Tenant:	
Correspondence Address:	
Phone Number:	
Alternate Phone Number:	
Email Address:	
PPSN (for PRTB purposes):	

Payment Details

Bank Name:	
Branch:	
BIC:	
IBAN:	



NEW LET REQUIREMENTS & MOVING IN TIMELINE

1. Pay the Deposit
2. You will be given a New Tenant Information Sheet
3. Complete New Tenant Information Sheet
4. A member of staff will check references and draw up leases
5. A date and time will be arranged to sign leases
6. On signing the lease you will need to bring in booking deposit and first month rent.
7. Arrange a date and time for moving in.

Please return completed form by post to Sharon O'Brien Auctioneers Ltd, Unit 2 Chapel Street, Bennettsbridge, Co. Kilkenny.

Phone: 056 7727001

Email: info@sharonobrienauctioneers.ie

Unit 2 ● Chapel Street ● Bennettsbridge ● Tel 056 7727001 ● Web www.sharonobrienauctioneers.ie

Sharon O'Brien Auctioneers Ltd ● Registered No: 385794 Registered Office: Kilree, Bennettsbridge, Co. Kilkenny. ● Directors: Sharon O'Brien, Niamh O'Brien

