

Tenancy Checklist

The following items are required for a tenancy. Each item must be supplied for everyone on the tenancy:

Proof of Address

- A bill, governed by consumer credit (i.e. credit card statement, bank statement, mobile phone statement, revolving credit) in the tenants name at their current address will suffice as Proof of Residency.

Proof of Signature

- A photo driving licence or passport will suffice as Proof of Signature, as well as a national ID card or equivalent.

Proof of Income

- If employed then three months payslips are required, as well as a P60 if applicable. If self-employed then proof of ownership (property deeds, shareholders papers, etc) and accounts are required.

Guarantor Details

- If we ask you for a guarantor, which is a friend or family member who are working full-time in a permanent position. This person must be willing to sign our guarantor agreement, to say that if you fail to pay the rent or for damages to the property, then they are also liable. The guarantor is required to also supply Proof of Address, Proof of Signature and Proof of Income.

Tenant Application Form

- You are required to fill out our Tenant Application Form. This is a form we will give to you which allows us to efficiently keep your details on file. The general information required to put into this form is your previous address, contact details, landlord reference, work reference and next of kin contact details.

Credit Check Form

- All tenants are required to pass a Credit & Referencing Check, informing us that your credit history is clean. Credit check forms are available in either paper based forms or as an online application. A credit check must be done on every tenant & guarantor.

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