

As you have paid a part deposit we are now holding the property for you and so we require the next steps to be completed in the next 5 days.

Required information/references that you need to supply:

Financial Checks/Credit Report:

- Electoral roll check
- Credit Score
- Adverse Credit Checks:
 - CCJ's / Court Decrees / Bankruptcy Orders / IVA's check
 - Non disclosed information check

Background Checks: Landlord Reference

- Current or previous Landlord checks (or student halls of residence):
 - That the applicant is currently a tenant
 - Term of tenancy agreement
 - Tenancy start and end dates
 - The current monthly rent amount
 - Any issues with late/non payment of rent
 - Any damage caused to the property

Background Checks: Employment Reference

- Current Employment checks – for professionals only:
 - Start date of employment
 - Job title
 - Is the job full time or part time
 - Is the position permanent
 - Confirmation of salary
 - Any applicable overtime, etc
 - Continuation of employment for 6 months
- Previous Employer checks, as above (if current employment less than 6 months)
- Future Employment checks, as above (if moving jobs)

- Self – employed applicants must supply an accountants reference or last two years self-assessment returns

- Retired/ Independent Means – Pension statement or 6 months Bank Statements showing ability to cover the rental payments

Unemployed or Student applicants are required to provide a working UK guarantor

Identification

- We will also require 2 forms of ID. One must be photo ID and one must confirm your current address.
- Students are required to provide proof of studying

Guarantor Checks:

We will require all the same information as above for any UK guarantor.

When you have all of the above complete, please return it to us and we will consider you for the property. We may need additional information from you or supporting documents and will advise if required.

We understand that there is a lot to think about when you are moving house. You have the choice - either take the time to reference and credit check yourself or you can use a service offered by a number of companies.

We would recommend Let Alliance whom can do this all for you. They are a referencing specialist and will run through a short application with you and take all your details. For a one off payment they will complete a credit check instantly and contact the relevant people for references or compile the documentation on your behalf, and then you can plan your move!

Please advise us asap if you would like us to pass on your details to them.