

Glenham Property

Important Checklist

Before taking on a tenancy on a property please ensure the following things are in place:

1. UK guarantors in place for students and all applicants who are unable to provide proof of income.
2. Cleared funds of one months' rent for the deposit minus any holding deposit paid. **This is due as soon as referencing is approved.**
3. Please note that should you pull out of the application procedure or fail the referencing process then the landlord reserves the right to keep part or all of the holding deposit.
4. One months' rent in advance. If moving in after the 15th of the month you will be required to pay the remainder of the month and the full next month. **This is due as soon as referencing is approved.**
5. Copy of Passport or Driver's License. **(Original documents to be checked in our office in advance of the lease signing or certified by a professional)**
6. Proof of address e.g. utility bill, driver's license, tenancy agreement.
7. Contents Insurance – we strongly recommend having a policy set up and are able to provide a quote if you wish.
8. **NON EU CITIZENS - As per the immigration act, you must provide proof of your right to live in the UK. On the day of your lease signing you must bring with you your visa or residence card. If for any reason you are not able to provide these you must tell us beforehand.**

All tenants must be present together to sign the lease at our office as soon as referencing is approved.

The application process can take circa 1 - 4 weeks to process.