

# Tenants' Check List

If you are looking to rent a property please read the following checklist before arranging a viewing.

- 1 In order for your application to be accepted through ourselves your salary will need to be no less than 2.5 x the annual rent of the property  
e. g. a monthly rent of **£500** would mean that you would need to be earning no less than **£15,000** i.e.  $\text{£500} \times 12 \times 2.5 = \text{£15,000}$  (excluding Commission/Overtime)
- 2 We will need an employer's reference, current landlord reference and a credit reference
- 3 If you have been in employment for less than 18 months, or you are currently a Student, or you are in receipt of housing benefit then you will require a Guarantor. You may also need a Guarantor if you have been bankrupt or had a credit issue in the past. The Guarantor will need to complete a Guarantor form in order to submit your application and they will need to sign the tenancy agreement before you can move into the property (Your Guarantor needs to earn a minimum of 3 x the annual rent). If you cannot provide us with a Guarantor it may result in your application being declined
- 4 You must be over the age of 18 to be able to rent a property from us
- 5 Each person who is hoping to reside in the property and is over 18 must complete a Tenant Application Form
- 6 Once a Tenant Application Form is completed an application fee is to be paid. Please check with the local branch how much this will be. **If the application does not go ahead this money will not be reimbursed.** Please make sure that you complete the application form fully to avoid any delay
- 7 In order to submit a Tenancy Application form you will need to provide the following:
  - copy of drivers licence/passport (to prove who you are)
  - current utility bill etc (as proof of your current address and must be no older than three months)
- 8 On the commencement of your tenancy we require the following :  
Copy of confirmation of your Standing Order setup (you can set up a standing order online or in person at your bank).  
The first Months Rent plus a security deposit usually equivalent to the first months rent  
E.G The rent for the property is **£500** you would then need to pay  
**£500** rent plus **£500** security deposit = **£1,000**  
This money must be paid by **Debit/Credit Card** OR **Bankers Draft** (We no longer accept Cash).  
**Personal cheques** will only be accepted if they are paid and banked at least **eight working days** before the tenancy commences, in order to allow time for the cheque to clear.

**We have 17 offices based across the Region and 130 team members working hard to help you find your next home.**

**Happy House Hunting!**

Members of the Deposit Protection Scheme (DPS). Independent redress provided Ombudsman Property Services.

From your very first rental to your forever home...  
we're with you every move

