

## **CHECKLIST TO ACCOMPANY AN APPLICATION**

PHOTOGRAPHIC ID (Passport or Driving Licence)

WRITTEN REFERENCE FROM PREVIOUS OR CURRENT EMPLOYER STATING DURATION OF EMPLOYMENT AND ANNUAL SALARY (IF REQUESTED)

APPLICANTS IN RECEIPT OF HOUSING BENEFIT, UNDER 25YRS OR UNEMPLOYED MUST HAVE A GUARANTOR WHO CAN PROVIDE THREE MONTHS PAYSLEIPS OR THEIR MOST RECENT MORTGAGE STATEMENT & PHOTOGRAPHIC IDENTIFICATION

DEPOSIT IS THE SAME AS ONE MONTHS RENT (unless otherwise stated)  
A £15 ADMIN CHARGE MAY BE APPLIED TO BECOME ACCREDITED TO THE TENANCY DEPOSIT PROTECTION SCHEME

THE DAY THE CLIENT MOVES INTO A PROPERTY THEY MUST PAY 1<sup>st</sup> MONTHS RENT IN ADVANCE

£35 APPLICATION FEE PER PERSON APPLYING MUST BE PAID BEFORE AN APPLICATION WILL BE PROCESSED