

A Flat In Town Referencing Procedure

All adults who intend to occupy the property will be required to complete an application form and provide referencing paperwork. All will be required to provide photographic ID, proof of their current address and the following information appropriate to their circumstances:

- recent landlord/letting agent reference stating tenancy dates, monthly rent due, details of any arrears, a statement on the condition of the property during or at the end of the tenancy and a statement on whether there were any breaches of the tenancy agreement;
- employer/pension provider/accountant reference on headed paper/company email stating job title, contract length and annual income;
- character reference from a professional that has known them well for a number of years

Supplementary information that may be required includes:

- credit check
- evidence of any state benefit entitlement;
- last 3 months of current account bank statements;
- letter from university confirming student status;
- for students funded/paid by an organisation or government, evidence of paid income or funding for living expenses;
- their UK visa (for applicants from outside the EU).

In order to ensure applicants are able to afford the rent, we usually require tenants to have an income of at least 2.5 times the annual rent. If the applicant does not meet the income criteria we may require them to provide a UK based guarantor. Guarantors will be asked to provide:

- Photographic ID
- Proof of current address
- Proof of affordability (e.g. Proof of salary/savings)

Guarantors will also be required to sign a contract in which they commit to cover any outstanding amounts due from the tenant under the terms of the tenancy agreement

We will take all reasonable steps to confirm the identity of applicants and to verify references. If required, we will provide you with a copy of all applications and referencing paperwork. Your written approval is needed to proceed with the tenancy.