

## 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.  $£500 \times 12 \times 2.5 = £15,000$  (excluding Commission/Overtime)
- 2 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. 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)
- 3 You must be over the age of 18 to be able to rent a property from us
- 4 Each person who is hoping to reside in the property and is over 18 must complete a Tenant Application Form
- 5 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
- 6 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)
- 7 On the commencement of your tenancy we require the following :

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!**

