



GUIDANCE NOTES FOR TENANTS AND GUARANTORS

MISSING INFORMATION WILL RESULT IN DELAYS PLEASE MAKE SURE ALL SECTIONS ARE COMPLETED

- * ALL FORMS **MUST** BE COMPLETED IN BLOCK CAPITALS, USING BLACK INK.
- * POSTCODES AND DATES OF BIRTH **MUST** BE COMPLETED.
- * TO ENSURE THE QUICKEST RESPONSES PLEASE ENSURE THAT YOU INCLUDE THE EMAIL ADDRESS OR FAX NUMBER OF YOUR EMPLOYER AND PREVIOUS LETTING AGENT/LANDLORD. If you DO NOT include this information we will only have to call you to obtain it subsequently delaying the referencing process

Address History

- * WE REQUIRE YOUR LAST THREE YEARS' ADDRESS INFORMATION. POSTCODES **MUST** BE COMPLETED.
- * IF YOU ARE SELLING A PROPERTY, RELOCATING AND TAKING UP RENTAL ACCOMMODATION, PLEASE PROVIDE US WITH YOUR SOLICITOR'S DETAILS TO CONFIRM SALE STATUS – EXCHANGE OF CONTRACTS ETC.

Employment

- * IF YOU ARE LEAVING AN EMPLOYMENT TO TAKE UP A NEW POSITION, PLEASE PROVIDE US WITH FUTURE EMPLOYER IN THE ADDITIONAL INFORMATION SECTION.
- * IF YOUR LINE MANAGER CANNOT PROVIDE US WITH YOUR SALARY INFORMATION, PLEASE PROVIDE US WITH YOUR PAYROLL OR HR DEPARTMENT CONTACT DETAILS, INCLUDING NAME AND CONTACT TELEPHONE NUMBER.
- * IF YOU ARE SELF EMPLOYED WE WILL REQUIRE YOUR ACCOUNTANTS' DETAILS. HOWEVER WE WILL ACCEPT YOUR LATEST TAX RETURN, LAST THREE YEARS' BOOKS OR PROOF OF MEANS – SAVINGS ETC. EACH CASE WILL BE TREATED ON THEIR OWN MERIT.

PLEASE PROVIDE US WITH THE FOLLOWING DOCUMENTATION TO SUPPORT YOUR APPLICATION:-

UK Citizen

- * Proof of Address – this must be where you currently reside dated within the last 3 months. This could be in the form of a bank statement, utility bill or council tax statement.
- * Photographic Identification – copy of passport or driver's licence.

European Union Citizen

- * Proof of address if you are currently residing in the UK dated within the last 3 months. This could be in the form of a bank statement, utility bill or council tax statement.
- * Photographic identification – copy of passport or official ID card.

Non European Union Citizen

- * Proof of address if you are currently residing in the UK dated within the last 3 months. This could be in the form of a bank statement, utility bill or council tax statement.
- * Photographic identification – copy of passport or official ID card.
- * A copy of your Visa/Work Permit

PLEASE USE THE ADDITIONAL INFORMATION SECTION TO PROVIDE US WITH ANY INFORMATION WHICH MAY BE RELEVANT INCLUDING ADVERSE CREDIT HISTORY ETC. THIS WILL ENSURE YOUR APPLICATION IS DEALT WITH SWIFTLY.