



*Rest assured you are in safe hands...*

## TENANCY APPLICATION PROCEDURE

Just completed viewing of our rental property? If you are happy with the property and wish to apply to secure tenancy at the property, you now need to complete the following simple steps:

**STEP 1:** Provide the basic details requested on the form below for all applicants who will be part of the tenancy at this property. (*Include all tenants, guarantors and any other occupiers*).

As soon as we receive your form back we will start off the reference checking process for you and each person will each receive an email with a link to an online form directly from the reference checking company.

**Criteria for Tenants -** (*The combined income of the tenants must be than 2.5 x Monthly Rent*)

1. **For Identity Checks: Driving Licence or Passport** (*All tenants to provide*)
2. **For Income Checks:** 3 recent months of **payslips OR bank statements** (*All tenants to provide*)
3. **For Right to Rent Checks:** **UK Passport OR EEA/Swiss Passport OR Identity Card** (*All Tenants and Occupiers over 18 years to provide.*)

For more information on Right to Rent requirements:

<http://tiny.cc/Right2Rent>

**Criteria for Guarantors** (*Required if the combined income of the tenants is less than 2.5 x Monthly Rent or if any tenant has bad credit ratings. Guarantor(s) income MUST be at least 3 x Monthly Rent and clean credit rating. Multiple Guarantors are accepted.*)

1. **For Identity Checks: Driving Licence or Passport** (*All guarantors to provide*)
2. **For Income Checks:** 3 recent months of **payslips OR bank statements** (*All guarantors to provide*)

**STEP 2:** When ready with all the items requested on STEP 1, please send all of them as scanned/electronic documents to [info@assureproperties.co.uk](mailto:info@assureproperties.co.uk). For any queries call 01908 330884.

To complete your application we will need the following items:

1. All documents requested on **STEP 1**.
2. Tenant / Guarantor Consent Form (see overleaf) – *signed by all tenants, guarantor and occupiers.*
3. Holding Deposit payable (*this will be refunded in full if you fail the reference checks* ): **£150.00**
4. Payment terms: Cash with submission of forms OR Online Bank Transfer

Payee: **Assure Properties** ; Account No: **33414501** ; Sort Code: **23-05-80**

*NB: Once the reference checks are approved, the Holding Deposit paid can be deducted from the first month rent and deposit that is payable at the start of your tenancy.*

5. Now relax and wait for 3-5 working days to wait for the results of the checks to come back. The property will be provisionally reserved for you once the documents are received and fees paid.



*Rest assured you are in safe hands...*

Date: .....

## Tenant / Guarantor Consent Form

<b>PROPERTY ADDRESS:</b>				
<b>TENANT NAMES:</b>				
Name:	Tel:	Email:	Rent Share:	Signature:
Name:	Tel:	Email:	Rent Share:	Signature:
<b>GUARANTOR NAMES:</b>				
Name:	Tel:	Email:	Rent Share:	Signature:
Name:	Tel:	Email:	Rent Share:	Signature:

I/We, the tenant(s)/guarantor(s), confirm that I/we have received the following information from Assure Properties (UK) Limited relating to the above property that we wish to rent.

**Data Protection Policy** relating to the GDPR regulations and how my/our personal data is handled by Assure Properties (UK) Limited.

For our Data Policy document see the weblink below:

<http://tiny.cc/DataPolicy>

**Right to Rent** – NB: This applies to tenants and occupiers of the property only

I/We have attached proof of my/our right to rent in UK. The information provided is in accordance with the government requirements and I/we give consent for Assure Properties (UK) Limited to retain this information (including the copy of documents provided) until at least 12 months after my/our tenancy ends as per the current legislation requirements.

For more information see to the weblink below:

<http://tiny.cc/Right2Rent>

<b>NAMES OF OCCUPIERS OVER 18 YEARS:</b>			
Name:	Tel:	Email:	Signature:
Name:	Tel:	Email:	Signature:

**Consent for Communications** – I/We agree to allow the Landlord or Agent to communicate with me/us by post, telephone, text messages, What's App messages and email for all aspects of the tenancy especially all tenancy related documents which will be forwarded to me/us by email using the details given above.



# TENANT REFERENCING

## All You Need To Know



**You're so close to moving into your new home!  
Just this small step to get you even closer**

### Dear Applicant – soon to be tenant!

We are The Lettings Hub and we will be processing your tenant referencing checks. We have to reassure the landlord that they have a suitable tenant that they can trust to pay the rent and look after their property, but we aim to make all of our checks as quickly as we can so you can move in as soon as possible. Don't be worried or put off by it. Everyone who wants to rent a property has to go through this process.

### What happens next?

1. You will receive an email from us with a link to an online application form which will ask you to provide all the necessary information we need to process your reference:

- **Applicant information**

We'll ask you to confirm basic details such as your date of birth, contact details and any previous names (such as your maiden name etc). We'll also ask you for National Insurance number, passport number and driving licence number which help us to verify your identity. We'll also ask you if you have any adverse credit history such as County Court Judgements, Voluntary Arrangements or Bankruptcy Orders

#### What if I have poor credit history?

Issues with your credit history doesn't necessarily mean you can't apply for the property. You **must** tell us in full what problems you may have had so that we can take this into consideration. If you try to mislead us about your credit history, then your application will be rejected and you will not be able to move into your property.



- **Income details**

We'll ask you to confirm your main source of income and how much you receive. If you have other sources of income you'd like us to consider (such as state benefits or a second job) you can add these to your application. We'll also ask you for the relevant documents we require to prove your income and your referee's contact information (if applicable).

- **Address history**

We need to confirm where you have been living during the past 3 years to help us verify your identity and to request a reference from your previous landlord (if applicable). If you previously owned your own home, we'll ask you to provide proof such as your mortgage account statement.

- **Bank details**

We'll ask your for your bank account information. This is only to assist us with the overall verification process (e.g. ensuring it's a real account and belongs to you). We won't use these details to make any charges.

- **Additional information**

We'll ask you to confirm any additional information the landlord may need to know about, such as if you have any pets or how many children will be living at the property. Any dependants who are or will be 18 years of age during the tenancy will need to be named on the Tenancy Agreement.

- **Next of kin**

We need details of your next of kin (this must be someone who is not going to be living with you) so that your landlord/letting agent knows who to contact in the event of an emergency.

- **Documents**

We'll ask you to sign our reference consent form and send it back to us. We'll provide this to your referees if they need to see proof you have given permission for us to receive the reference so it helps speed things up if we have it at the outset.

- **Use of data & confidentiality**

Please read these sections carefully. You will need to consent to use of your data in order for us to process your reference. We also offer our own specialist Tenants Home Insurance so we'll ask if you you'd like us to provide you with a quote. We also work with a third party who can help you find the best deals for your broadband, gas and electric etc, so you can also ask us to pass your details to them for no-obligation advice and assistance.

2. Check the information carefully and submit your application.
3. Once we've completed your reference, we'll send the final report to your letting agent. If we recommend that you need a guarantor, you will need to provide details of a UK-based person who is willing to honour the terms of the Tenancy Agreement with you. They will be responsible for making sure any rent that you fail to pay is paid in full so must have an income of at least 2.5 times the annual rent.

**If you have any difficulties or questions regarding your referencing checks or when completing the application form, please contact us and we'll happily assist.**

