

Referencing Terms and Conditions

Each Tenant over the age of 18 must be referenced by completing an online application form and must be named on any Tenancy Agreement.

Details taken when referenced:

- 1) Full name and date of birth
- 2) Current address including previous addresses for period of three years.
- 3) Current employment details including contact for reference *(if self employed either bank statements or accountant details will be required)*
- 4) Any savings held or other income being received *e.g. PIP, Dividends, Pensions etc.*
- 5) Current Landlord / Managing Agent reference *if currently in rented accommodation.*
- 6) Proof of address in the form of a utility bill or bank statement less than three months old. – *copies will be required to be taken and retained by this Agency.*
- 7) Proof of ID in the form of Driving Licence or Passport. – *copies will be required to be taken and retained by this Agency.*

If a guarantor is needed, they will also be required to provide the above information during referencing.

To secure property and commence referencing the following will be required:-

A holding fee of **one weeks rent** *(charge will be in conjunction with the property being let) will be payable to secure the property while referencing takes place (this agency will not offer the property to any other applicants while referencing is being undertaken) . This sum is non refundable unless the Landlord withdraws the property from the market. Payment can be made cash, debit card or credit card.*

On completion of satisfactory references this holding fee will be transferred to your deposit.

IMPORTANT :- THIS SUM IS NOT REFUNDABLE SHOULD YOU FAIL THE REFERENCES THAT ARE REQUIRED TO ALLOW THIS AGENCY TO PROVIDE THE RENT GUARANTEE POLICY FOR THE TENANCY. NOR IF YOU DECIDE NOT TO PROCEED.

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