

Established 1859

## RESIDENTIAL ACCOMMODATION APPLICATION PROCESS AND INSTRUCTIONS

### APPLICATION PROCEDURE

If you are interested in the property after viewing, you will need to fully complete an application form as you will be going through a full credit check.

We require:-

#### For An Individual Application

- Application Form fully completed.
- Copy of Driving Licence or Passport with photograph.
- Copy Utility Bill or bank statement with your current name and address on.
- Copies of 3 recent payslips.
- A non-returnable fee of £40 per application in order to carry out credit checks.

#### For Guarantor Application

- Application Form fully completed.
- Copy of Driving Licence or Passport with photograph.
- Copy Utility Bill or bank statement with your current name and address on.
- Copies of 3 recent payslips.
- Guarantor Document Completed and signed by a witness. (This has to be original not Photocopy.)
- A non-returnable fee of £30 is payable per guarantor application in order to carry out credit checks. If the Guarantor Application Form is submitted along with the individual applicants form then there will be no charge.
- A Guarantor should be England based. UK based (i.e. Northern Ireland, Scotland and Wales Guarantor will not be accepted).

### IF WE DO NOT RECEIVE ALL OF THE ABOVE PAPERWORK THIS WILL DELAY YOUR APPLICATION

#### If Your Application has been Agreed

Applications for tenancies are subject to contract, status and references. At the signing of the tenancy agreement, an administration fee of £30 per applicant will be payable as well as a deposit (refundable at the end of the tenancy) and one month's rent in advance. **Method of payment for this is by either by cash, debit card, or credit card (all payments by credit cards are subject to a charge of 2.5%).**

Any queries, please contact Mrs Karen Jakubovic on 0113 243 3961.



**ARLA**  
Association of  
Residential Letting Agents

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