



Our reference process

Our reference process helps us to check the following things about a potential tenant. The combination of all of this information allows us to build up a picture, with evidence, of the suitability of the tenant for our accommodation.

- Identity
- Address history
- Credit history
- Evidence of secure long-term employment
- Evidence of sufficient income to meet rent and bond payments plus on-going costs of running a property and living costs (from employment or elsewhere)
- Evidence of holding down a tenancy, making all rent payments in full and on time, maintaining a property and behaving in a way which does not create problems for the landlord or neighbours
- Evidence of good character
- Anything else we deem appropriate in the circumstances.

We use a reference agency CANOPY to collect some of this information from you but we also reserve the right to ask you for additional information – this might include, but is not exclusive to, passport, pay slips, contracts of employment, evidence of address, copies of tenancies.

We need all aspects to be evidenced positively in a sustained way to build up a picture of potentially good tenant who we would deem suitable for one of our tenancies.

The reference process can be completed in a couple of days if all parties submit their information quickly. However we cannot **guarantee** how long it will take.

Once we have all the information that we need we will then get back in touch to let you know if we can progress to the next steps.

By submitting your information for referencing this is not an indication that we intend to offer you accommodation. We might also use a property address for the purposes of referencing, but this is not an indication that we intend to offer you this, or any property.

If you have any questions please contact us on 07977 421862



Registered Company Number 11515392

