



## Application Process for Tenants:

### Tenancy Declaration Form:

Once your offer has been accepted on a property we will ask you to sign our tenancy declaration form and pay a holding deposit. This form will be sent via DocuSign which is the leading eSignature solution in the market allowing easy, efficient and secure signing of electronic documents. In order to do this, we will require all applicant's full names as per their passports and their email addresses. Once we have received these, we will send each tenant a link to complete their online reference application. Our tenancy fees are set out in the tenancy declaration form. [CLICK HERE](#)

### References:

The credit referencing company will make searches about you via a credit reference agency. The agency will record details of the search whether or not your application proceeds. They may use credit-scoring methods to assess your application and to verify your identity.

The credit referencing company will also ask your employer to confirm your salary and employment so please ensure that you have given permission to the relevant person at your place of work for your information to be shared.

**You will need to have a total gross income for all tenants of at least 30 times the monthly rent in order to pass affordability.**

If you are currently renting a property, the credit referencing company will contact your Landlord to confirm your monthly rent and how you act as a tenant.

In order for the credit referencing company to complete your report as soon as possible it is vital that you complete your application carefully and give the correct contact details for your employer and landlord where applicable.

If your application fails referencing or you withdraw your application, the holding deposit will not be refunded. **If you have any bad credit history that you are aware of, please discuss this at the time of your offer.**

If the application passes the credit check and the landlord declines to proceed, the holding deposit minus referencing costs of £50 plus VAT per person will be refunded to you.

In view of the confidential Information required, we regret to inform you that no explanation will be given if we are unable to provide you with the Tenancy you require.



## **Right to Rent in the UK**

Any adults over the age of 18 who will be living in the property will need to provide us with proof that they have a right to be in the UK.

### **Acceptable documents:**

#### **Any 1 from Group 1:**

UK passport

EEA/Swiss national passport/identity card

Registration Certificate or document certifying permanent residence of EEA/Swiss national

EEA/Swiss family member Permanent Residence card

Biometric Residence Permit with unlimited leave

Passport or travel document endorsed with unlimited leave

UK immigration status document endorsed with unlimited leave

A certificate of naturalisation or registration as a British citizen

#### **If you do not have a document from Group 1, then any 2 from Group 2 are acceptable:**

UK birth or adoption certificate

Full or provisional UK driving license

A letter from HM Prison Service

A letter from a UK Government Department or Local Authority

A letter from National Offender Management Service Evidence of current or previous service in UK armed forces

A letter from a police force confirming that certain documents have been reported stolen

A letter from a private rented sector access scheme

A letter of attestation from an employer

A letter from a UK further or higher education institution

A letter of attestation from a UK passport holder working in an acceptable profession Benefits paper work Criminal Record Check



**For applicants with a time limited right to rent the following documents are acceptable:**

A valid passport endorsed with a time-limited period

Biometric immigration document with permission to stay for time-limited period

Non-EEA national residence card

UK immigration status document with a time limited endorsement from Home Office

**Monthly Rent:**

1. The Rent is payable per calendar month exclusive of utilities and council tax payable in advance by Standing Order. You will be required to pay your monthly rent by standing order throughout the duration of your tenancy and you will need to provide us with proof that this has been set up with your bank when you sign your tenancy. In the case of joint tenancies only One Standing Order for payment of the Rent can be accepted.

**Security Deposit:**

The Security Deposit will be equal to a minimum of 1.5 times the monthly rent and will be held by the Landlord or Rochills Limited as 'Stakeholder' and returned at the end of the Tenancy subject to both parties' agreement. The Security Deposit will be increased by £250 to account for Tenants who may wish to keep pets, subject to permission given by the Landlord. The increase will also be applied when there are 3 or more sharers.

**Tenancy Signing:**

On Completion of satisfactory references, a suitable appointment will be made for you to sign the Tenancy Agreement and pay all individual fees and Tenancy costs due (less the holding deposit) by Bankers Draft, or Building Society Cheque or by Bank Transfer to Rochills Limited or by Cash. We do not accept card payments.

**All negotiations are 'subject to contract' and the tenancy start date CANNOT be relied upon until satisfactory references have been received, the Landlord has given permission to proceed and the Tenancy Agreement has been signed.**

A copy of Rochills Limited Tenancy Agreement will be provided to you before signing. We advise you to read through this thoroughly before signing.