

PROSPECTIVE TENANTS INFORMATION

When applying for a rental property with Hume & Co Estates, the following information is required to complete the referencing process. We require you to compile the following information, and provide this to us within 5 working days of receiving this application pack.

PROOF OF IDENTIFICATION (PHOTO ID)

Passport OR driving licence & proof of address (birth certificates for children).

PROOF OF CURRENT ADDRESS.

E.g. Utility bill OR bank statement with current address OR council tax bill etc.

ANY PROOF OF INCOME

- Proof of Wage slips (3 if paid monthly 6 if paid weekly) in PDF or physical format – showing national insurance number
- 3 months most recent personal account and/or business account statements.
 - Please provide financial information for all your personal bank accounts, including any savings.
- Proof of any benefits (incl. Income tax, child tax, child benefit, housing benefit, council tax benefit, working tax, family tax credits).
- If retired (Confirmation of private and/or state pension through relevant paperwork from your pension provider and/or DWP).

WORK REFERENCE (WHERE APPLICABLE)

Stating: Job title, your salary, how long you have been employed & whether the job is permanent and whether it is full time or part time - preferably on headed paper.

LANDLORDS REFERENCE (WHERE APPLICABLE)

We require a reference from your current landlord, stating length of current tenancy, current rent paid, property address and length of required notice and any additional information they would like to disclose.

- If moving from a property you own: Proof of ownership such as; mortgage statements, proof of sale from solicitors etc.

Feel free to include any additional relevant information that may support your application, alongside your application pack.

HOLDING DEPOSIT – (EQUIVALENT TO ONE WEEK'S RENT)

Once all of the above information is provided and a viewing completed at the property, then we would ask the successful applicant to pay a holding deposit for the property.

Please note, once the holding fee is paid - it is non-refundable if the prospective tenant(s) cancels for any reason or if further information comes to light that may result in the application being declined.

SUCCESSFUL APPLICATIONS

Once all the information has been received and you are accepted for the property, we will email you to advise of:

- The balancing payment to be made.
- A Tenancy start date.
- Instruction for signing your paperwork and collecting your keys.