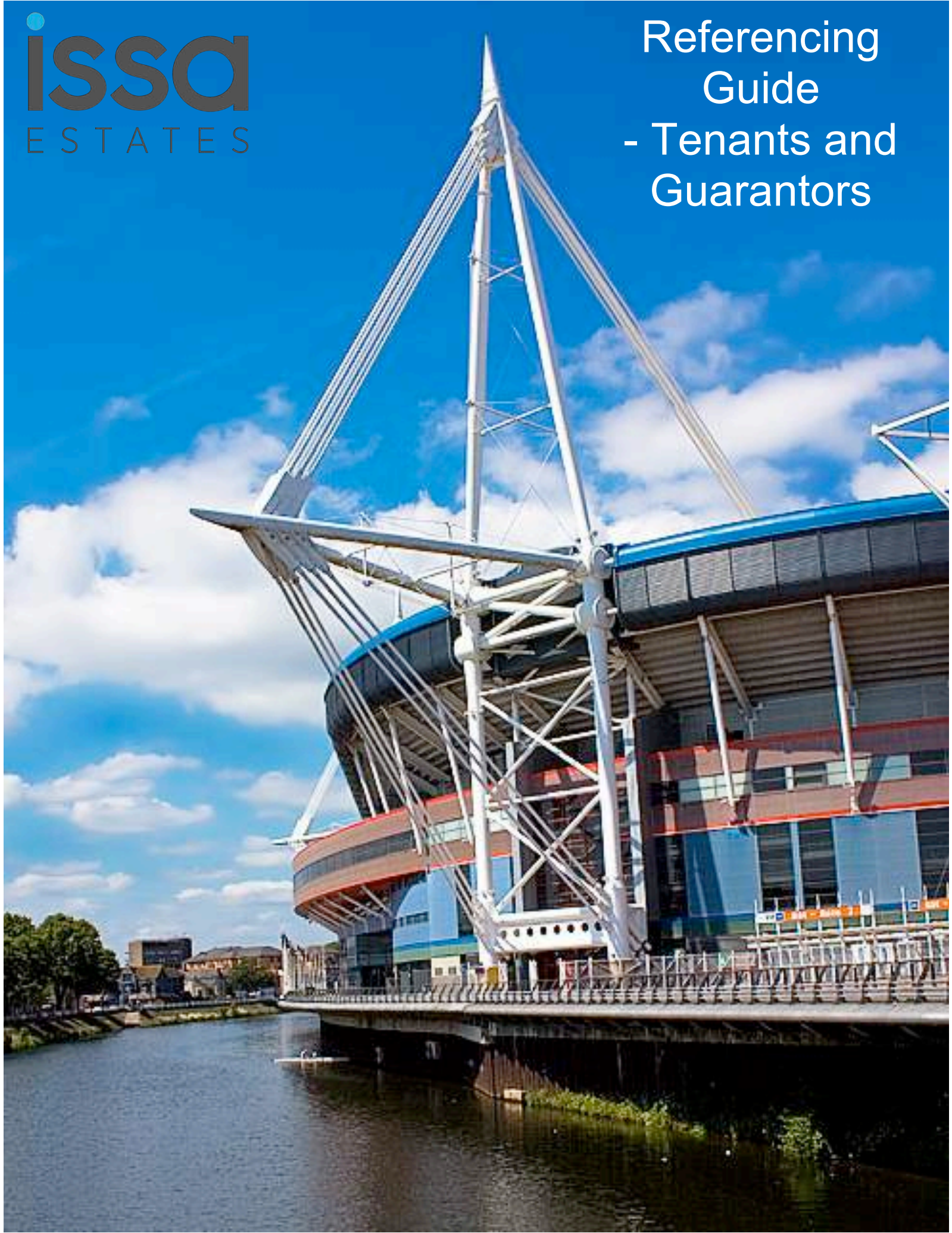


Referencing Guide - Tenants and Guarantors



Each prospective tenant must be referenced

This is a guide page. A form will be attached to this document for you to complete. Please provide valid current details, including a working email address and mobile number.

1. Complete the form. This will act as a hold on the property. A fee of £90 applies to tenant applicants in houses of three or more. For an individual application (1/2 bed properties) the fee will be £210.00 and for a joint application (1/2 bed properties) the fee will be £260.00. Fees must be paid via cash or card and are non-refundable. A property will only be taken off the market once we have received all completed application forms and fees.
2. We will initially submit your form electronically to our third party referencing company, Rent 4 Sure. (they will act according to the data protection act and are regulated by the financial services authority; your details are secure and will only be used to complete your referencing application).
3. You will receive an email link (check spam or new senders) to complete the full application. Please ensure that you complete each section accurately, including employment and bank details. The more information you provide, the quicker and easier it will be to process your application.
4. If all runs smoothly, your reference should be complete within 72 hours. This can be delayed if there is difficulty in reaching employers and referees.
5. Your result will be determined by whether or not you will be able to meet the monthly cost of your rent and living. You will either:
 - Pass
 - Require a Guarantor
 - Fail (very rare) If you require a guarantor to support your tenancy, they too must be referenced, as they are effectively acting as an extension of your agreement in meeting to rent. If you are a full time student, you will automatically require a Guarantor because you are not in full time work. Once your application is complete and resolved, we will arrange the start date of your tenancy and make an appointment to agree the terms of your lease. When you sign your lease, you will be required to pay your deposit of 6 weeks rent (approx.).



Each supporting Guarantor must be referenced . This is a guide page. A form will be attached to this document for you to complete. Please provide valid current details, including a working email address and mobile number.

What is a Guarantor? A guarantor is someone who agrees to meet any costs applicable to a tenant in the event that they are unable to do so themselves. A Deed of Guarantee must be signed to officialise this agreement. If you are unsure of the implications of this, we recommend that you seek further advice.

Can I be a Guarantor? In order to be a guarantor, you need to be financially secure. Ideally you should be in full time employment, or self employed with three years accounting information. If you have any pending adverse credit such as a CCJ, please notify us prior to submitting your form as it may affect the outcome of your reference.

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3. You will receive an email link (check spam or new senders to complete the full application. Please ensure that you complete each section accurately, including employment and bank details. The more information you provide, the quicker and easier it will be to process your application.
4. If all runs smoothly, your reference should be complete within 72 hours. This can be delayed if there is difficulty in reaching employers and referees.
5. You can track the progress of your application online via the Rent4Sure website. Your result will be determined by whether or not you will be able to meet the monthly cost of the rental amount and living.



There are a number of considerations to make when renting a property, it's essential to know with whom you are making an agreement and what type of agreement you are entering. What happens with maintenance issues? Is the agent or landlord up to date on legislation and have they conducted safety checks? Issa estates are registered with a number of regulated services and our agents are highly trained and accredited. We don't just meet a minimum level of service, we consistently exceed it.