

Tenancy Application Guide

Documents required from all applicants

- Completed Tenant's application form
- Passport or other official photo ID (Driving License or Biometric Residence Permit)
- Immigration Status Share Code (if applicable)
- 3 most recent pay slips / 2 years tax return (if self-employed)
- 3 most recent bank statements
- Employment contract, if employed within less than 3 months
- Proof of current home address
- Guarantor application (if applicable)
- Guarantors ID (passport, driving license or Biometric Residence Permit)
- Guarantor's proof of home ownership (building insurance, mortgage statement etc.)

Reserving a property

- To reserve a property, a holding fee equivalent to one week's rent is payable. This is transferred into your final balance of rent upon the result of a successful application.
- Once a holding deposit has been paid, the below documents stated below must be provided within two working days, failure to do this will result in loss of your holding fee.
- Please be aware as soon as your holding fee payment has been sent, confirmed and your referencing has commenced, your holding fee is non refundable, should you wish to withdraw your application, this shall also be non refundable.
- Should any of your references return as negative, failed or with detrimental findings, this will result in loss of your holding fee payment.
- Once the referencing process has completed, you will be provided with information of your outstanding balance and move in date.
- Before commencement of your tenancy agreement, a full balance of the 5 week deposit and first month's rent must be paid.
- The full 5 weeks deposit amount will be registered and protected by Deposit Protection Scheme (DPS).
- The Tenancy Agreement, Inventory and Schedule of Condition Report and any further documents will be sent to the applicants by email for e-signature. Keys must be collected from our office on the agreed date of your tenancy agreement. ID must be provided and collected by at least one person stated on the tenancy agreement.

Affordability check

Rental Figure	Annual Income
£500pcm	£15,000+
£600pcm	£18,000+
£700pcm	£21,000+
£800pcm	£24,000+
£900pcm	£27,000+
£1,000pcm	£30,000+
£1,100pcm	£33,000+
£1,200pcm	£36,000+
£1,300pcm	£39,000+
£1,400pcm	£42,000+
£1,500pcm	£45,000+

(The above annual income can be combined with another individual who must be residing within the property)

Please ensure that all the above required documents and information is supplied before a holding fee payment is paid.

The holding fee is non-refundable on the basis you fail to complete the above.

Should you have any queries regarding the application procedure, please contact apply@innovate-ea.co.uk or 0121 559 0065