



PROPERTY ADDRESS \_\_\_\_\_

For peace of mind, and clarity, here are a few things you should know.

Before setting up a tenancy, we will need to conduct a reference search. This search will involve a credit check, confirmation of earnings, and a landlords reference, if applicable. In order to speed up this service, and for your application to run smoothly, it is important that you supply the necessary information required. A link to your email will be sent for online completion. Application forms must be completed fully either online or a handwritten application and necessary forms of identification provided, together with the application fee (dependant on the number of applicants) and if applicable proof of Right to Rent.

**THIS FORM MUST BE RETURNED TO 4 YOU LETTINGS WITHIN 3 WORKING DAYS OR THE PROPERTY WILL BE REMARKETED**

The following forms of identification are acceptable:-

- A drivers license with your current address or Passport, birth certificate
- Recent Utility bill no older than 3 months
- Recent mobile telephone bill
- Council tax bill
- Bank Statement
- or Letter signed and dated from your employer confirming your address

A holding deposit must be paid at the initial application stages to secure the property, and will be held in accordance with new government legislation in the Deposit Protection Service scheme once a tenancy begins. Upon receipt of the application fee the process will commence, therefore application fees are non refundable. Should you fail the referencing the deposit will be refunded to you. Should you wish to cancel your application once approved, and the tenancy does not go ahead the deposit will NOT be refunded to you.

I agree with the terms and conditions of the above and have provided a holding deposit referencing fees and identification.

HOLDING DEPOSIT AMOUNT £.....  
 REFERENCING FEE £.....  
 TOTAL DUE £.....

Signed : ..... Date : .....  
(potential tenant)

Identification: .....

Signed for 4you lettings.....Date.....

We have a simple way to deal with your application. Complete the details below and we will send an email to you with a link from our referencing team. Complete the online application and click 'submit for checking' (this is pre-selected for you).

Your application will immediately be dealt with by the team. That's all you have to do for now.

Tenant 1..... Email .....

Address.....

.....

.....

Contact Number.....

Date of Birth .....

Yearly Salary ..... (must be a fixed term contract and not Zero Hour or Agency Work as a guarantor will then be required for which there is additional costs. If you are Self Employed, you will need to have been for at least 3 years)

Tenant 1..... Email .....

Address.....

.....

.....

Contact Number.....

Date of Birth .....

Yearly Salary ..... (must be a fixed term contract and not Zero Hour or Agency Work as a guarantor will then be required for which there is additional costs. If you are Self Employed, you will need to have been for at least 3 years)

**On successful completion of your application a member of the Let Alliance team will ring you to discuss Tenant Liability Insurance. We do require a liability insurance in place, either with Let Alliance, or a company of your own choice. A quote for contents insurance will be offered if needed, but this is not compulsory. Proof of insurance liability must be shown on the date of signing the tenancy agreement.**

4you Lettings Limited, 201 Eccles Old Road Salford Manchester M6 8HA  
0161 707 4745 info@4youlettings.co.uk