

## TENANT INFORMATION REQUIRED BEFORE REFERENCING CAN COMMENCE - 2023



### Documents each tenant must provide scanned original copies:

- Original passport
- If you are non-UK citizen, please provide the right to rent/ settlement share code.
- Proof of current residence (In form of a recent utility bill)
- Last three months bank statements
- Three months' payslips
- **If you are self-employed**, please provide a copy of your most recent audited accounts original letter headed paper.
- **If you are self-employed**, please provide a copy of the certificate of incorporation (if Ltd company).
- **If you are receiving housing support**, please provide a copy of your local housing allowance.

### For children living at the property who are under 18 years old, the following documents must be provided for them:

- Original passport
- Birth Certificate
- If non-UK citizen, please provide the right to rent/ settlement share code.

### The tenants referencing form via Vorensys (This will be emailed directly to you)

The referencing form must be fully completed by each named tenant and returned.

You will be required to give full details of your Employer, as well as other details.

Failure to complete this application form thoroughly will only result in a delay completion of the report.

VAT Registration number: 310 3604 61

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