

# TENANT INFORMATION REQUIRED BEFORE REFERENCING CAN COMMENCE



## Documents each tenant will need to provide

- A copy of your Passport
- If you are non-UK citizen, please provide the right to rent/ settlement share code.
- A bank statement dated within the last 3 months which clearly shows your name and address.
- If you have rented in the last 3 years a copy of your most recent tenancy agreement.
- A utility bill dated within the last 3 months which clearly shows your name and address (a mobile bill will not be accepted).
- If you are employed 3 months' payslips.
- If you have been employed less than 3 months or have yet to start your job we will need a copy of your offer letter or contract.
- If you are self-employed, a sole trader, a director of a limited company or a landlord who has an income from property rental please supply a copy of your most recently submitted tax return.
- 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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