



# Tenant Information Sheet

## To apply for a property you will need to;

- Book a viewing for the property
- **Every** applicant (over 16) must then fill in a tenant application form and return to the office with a **non refundable** cash payment of £20.00 (per applicant) at your earliest convenience with the following information;
  - a. Proof of Identification – e.g. Passport, Driving License or a form of Photo ID.
  - b. Copy of the last months wage slip/s
  - c. Letter from your latest employer / Work Contract
  - d. Date you would like to move if the application is accepted

Please note that if a guarantor is required another £30.00 will be payable to cover the credit check costs.

*It takes approximately 3 days to process an application form and we will contact you to inform of progress or any further information which we may require.*

## If your application **is accepted** you will need to provide;

- The deposit in full (usually one months rent) – This must be paid in cash unless your date to move is over 5 days
- We also require £85.00 as a processing charge
- The exact date you will be moving
- Please note you are responsible for ensuring your utility accounts are set up. Before moving you need to set up your gas/electric/water accounts to ensure the supplies are on. Some properties may have token meters; ring the supplier to find out if a token meter is fitted.

**p.t.o.**

**On the date you plan to move you will need to;**

- Either come into the office or we will arrange to meet you at the property to sign all paperwork
- Provide the 1<sup>st</sup> months rent – This must be paid in cash

*Please note as company policy we do not disclose information relating to declined applications.*

<http://www.cslettings.co.uk>

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