

## TENANTS REFERENCING CRITERIA

To rent a property through Howard Young you must meet the following criteria.  
Please take time to read through these notes.

To view our list of current properties, please go to our website. Alternatively  
please telephone to register your requirements

**CALL FREE ON:**

**0800 026 3525**

To secure a property prior to tenancy a Holding Deposit of £200 is payable. Each tenant will also be required to pay a referencing charge of £35.00. Please note the Holding Deposit is Non refundable should you withdraw from the property.

If the Landlord terminates for an invalid reason, then the holding deposit will be refunded. The Holding Deposit is deducted from the first months rent payable on completion.

On all properties you will be required to pay ONE MONTHS RENT IN ADVANCE, A DELAPIDATIONS DEPOSIT PLUS A TENANCY CHARGE OF £50.00, the deposit is normally equivalent to one months rent – all payments should be made by either cash or bankers draft.

**NOTE: the deposit will be held by the Landlord for the duration of the tenancy and only returned to the tenant subject to a satisfactory inventory check on departure.**

The Inland Revenue Stamp Office requires all agreements to be stamped. This is chargeable to the tenant and you will be informed prior to signing the Tenancy Agreement of how much this charge will be. References will then be taken: Employers, Previous Landlord, Personal and Bank. A fee is payable to cover a bank status enquiry/reference.

**EACH APPLICANT MUST:**

- Have been working continuously in full-time employment for at least six months, or in the case of graduates in new employment, be able to provide a formal contract of employment for our files. If work is of a temporary nature through a recognised agency, proof of 12 months continuous earnings must be provided.
- Have a good credit history.
- Have good references from a previous Landlord/Managing Agent (if applicable).
- Earn a gross salary which equates to at least three times the annual rental commitment.

- Provide a satisfactory bank reference or in the case of building societies – statement of fact or copies of last 3-6 months statements of copy of Pass Book.
- Be able to prove residency at current address by way of Voters Roll, utility bill, copy of drivers license, credit card or mobile telephone statement. If you have lived at your current address for less than three months, you must be able to prove residency at the previous address.
- Foreign Nationals must be able to prove continuity of employment either in UK or abroad and provide a contract of employment for their current post in the UK equal to the tenancy term.
- **For Company Applications** – All companies must be Limited and registered at Companies House with annual returns and accounts up to date. New Companies with no filed information will require a Directors Guarantee. Non Limited Companies are treated as individual applications.

**AN APPLICANT WILL NEED A GUARANTOR WHEN:**

- The applicant is a student.
- The applicant has now been working continuously in full time employment for six months or a graduate in new employment.
- When the individual rental commitment is more than 50% of the annual gross income.
- The applicant has recently arrived from overseas looking for new employment. Each case will be treated individually and contracts of employment will be required along with copies of work permit (if applicable).
- Has an adverse credit history which has been declared.

**EACH GUARANTOR MUST BE:**

- A property owner in the UK
- Have a good credit history
- Be in employment or in receipt of pensions.
- Earn a salary which equates to twice the annual rent.
- Be able to provide written consent and bank references.

**AN APPLICANT WILL BE DECLINED WITHOUT THE RIGHT OF APPEAL  
IF:**

- The applicant has adverse references from Employer, Bank of Landlord/Managing Agent
- Has any undisclosed adverse credit history (Bankruptcies, CCJ's etc.)
- Should you not be able to supply sufficient information.
- Is a non public quoted company renting property in the company name.

**ALL APPLICANTS MUST PROVIDE AT LEAST TWO FORMS OF IDENTIFICATION WITH CURRENT/PAST ADDRESSES AND PROOF OF SIGNATURE.**