

Application Check List

Application Form Signed and Completed	
First Month's Rent to Secure the Property It is vital that the First Month's Rent is received by Finlay Graham Property as soon as possible, ideally within 24 hours of acceptance.	
Reference Checks (£40 per applicant) 1. Character reference 2. Previous landlord reference 3. Credit check	
Tenant Photographic Identification	
Tenant Proof of Address	
Employment Reference (Letter from employer and/or 3 month payslips)	
Guarantor Form Signed and Completed	
Copy of Guarantor Photo Identification	
Copy of Guarantor Proof of Address	
Proof of Standing Order Setup Receipt from online banking or confirmation from bank branch	
All Tenants to Sign Tenancy Agreement	

NB: The Deposit must be paid in full to Landlord or the Landlord's Agent on, or before the Commencement Date of the Tenancy, in order to gain possession of the property.

The Application Form:

To avoid unnecessary delay, please complete the Application Form, and Guarantor Agreement in full using a black pen.

Reference Checks:

To progress your application the following is required; Credit score reference, previous landlord reference & character reference. FGP will provide the referencing service in-house for a nominal fee of £40 per applicant. Alternatively, the applicant may provide the necessary referencing documentation as listed above.

Guarantor:

One approved Guarantor per Tenant is required, or alternatively a larger Damage Deposit may be requested in lieu of Guarantor.

Photo identification, and Proof of Address must be provided for the Guarantor.

Home Address Information:

We require details of your residential addresses for the last 5 years. If you have not lived at your current address for 5 years, please attach your address history for this period to the Application Form.

Identification:

All Tenants and Guarantors must produce two forms of identification to confirm name, and identity:

- Photographic Identification - Driving licence, Passport or other suitable identification.
- Proof of Address – Utility Bill, Bank Statement, or other suitable identification.

National Insurance Details:

We require a copy of a National Insurance card or a copy of a payslip with the National Insurance number in place.



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