

Referencing Documents

Proof of Income – A current wage slip or copies of any other incomes, paper proof of such incomes must be submitted.

Proof of Identity – Passport, driving license or birth certificate. You will also need to provide a recent bank statement with current address.

If you have a mortgage then proof that this is still up to date and being maintained will be required e.g. copy mortgage statement.

Please use the check list on back of this leaflet to ensure you have all the information before calling or sending the information to us.



Please note referencing applications can only be submitted when all the relevant documents /information have been provided as outlined above.

Referencing Checklist (please tick)

Completed Tenant Referencing Form

A recent pay slip

A recent bank statement

Identification (Copy passport or driving license)

Previous landlord/letting agents contact details

If you are self-employed you will need to provide accounting details of your last three years accounts.

Our referencing is carried out by a professional referencing Company Legal4Landlords who will carry out the following checks:

- Credit Check
- Employers/Accountant reference
- Financial Review
- Bankruptcy search
- Anti fraud check

Referencing normally takes 48 hours to complete if all the required information is supplied.

Contact us at
01723 362401

or on the web at www.nicholsons.uk.com

Nicholsons Lettings & Management Ltd
4 Valley Bridge Parade,
Scarborough
North Yorkshire
YO11 2PF
Tel: 01723 362401
Fax: 01723 501381



Nicholsons Lettings & Management Ltd

Tenant Information

Tel: 01723 362401

E-mail: lettings@nicholsons.uk.com





Referencing fees are payable in advance of the referencing process. Please read our guide to referencing criteria to ensure you meet the minimum criteria before commencing with the referencing process.

Referencing Fees

The referencing fee is £40.00 per person, all prospective tenants over the age of 18, will need to be referenced. Guarantors will also be referenced & this can be paid either by cheque made payable to Nicholson's Lettings & Management Ltd, cash or debit card at our Valley Bridge office.

Please note the fee is payable on acceptance of a property after viewing and is not refundable unless the property is withdrawn.

There will be no refund of referencing fees if:

1. you withdraw or,
2. you fail the credit check

QUICK GUIDE TO TENANT REFERENCING CRITERIA

At Nicholson's we use a professional referencing company. You will need to provide proof of income, proof of identification, proof of address and complete a referencing form. Before you are asked to provide this information you will need to meet the following minimum criteria in order to proceed with the referencing process.

1. **You must have a regular income that equates to at least 3 times the rent**
2. **Have good references from the previous landlord or managing agent, if applicable**
3. **Have a good credit history**

You will be asked to provide a guarantor or may be asked to pay additional bond or rent if:

1. **You earn less than 3 times the total rent**
2. **You are unemployed and in receipt of housing benefit**
3. **You are a student**
4. **You are a foreign national or expatriate not in a recognised professional post.**

You will be declined outright if:

1. **You have an adverse credit history**
2. **We receive adverse references from previous employer or landlord**

On acceptance of a property an administration fee will be payable at one weeks rent plus VAT. On signing the tenancy agreement the first month's rent will be payable plus a deposit of at least one month's rent.

All Payments should be made by Direct Debit, cash or bankers cheque. It will be expected that a tenancy will begin within 2 weeks of passing the referencing process. If you are asked to provide a guarantor please ensure that they are aware of the referencing criteria. The guarantor will be responsible for providing a guarantee for the entire tenancy.

Nicholson's Lettings & Management Ltd are registered members of The Dispute Service. All deposits taken from tenants of fully managed properties will be registered with this government approved deposit scheme and your deposit ID will be issued within 7 days of the start of your tenancy.

For further information contact details are listed below:

The Dispute Service, PO Box 1255, Hemel Hempstead, Herts, HP1 9GN. Tel: 0845 226 7837 www.tds.gb.com email: deposits@tds.gb.com fax: 01442 253193

Deposits taken from tenants where landlords manage their own properties will be registered by the Landlord with the Deposit scheme of their Landlords choice and details will be given to the tenant.

'We are with you every step of the way'

If you have any queries on the referencing criteria you can always speak to our experienced letting team who would be happy to assist you.