

# Renting a Property



## Step 1 - Tenancy Application

- To be considered for a property with Emmerson Homes, please complete an application form for each person over the age of 18. If there are more than two adults, please complete further application forms.
- You can return the form to us on email or you can print out the form and hand it in to our office.
- Your application will not be considered until we have received all relevant application forms completed in full.

## Step 2 - Viewing

- Once a property is ready for viewings, we will contact you to book in.
- After viewing the property, please email in to the office to confirm your interest should you wish to proceed and include any requested alterations.
- We will take a summary of your application to the Landlord for their consideration once all viewings are complete. Please note there may be multiple interested applicants.
- We aim to notify you of the Landlord's final decision for a new tenant within 3 working days after the final viewings have taken place.

## Step 3 - Tenancy Referencing

- We will email to notify if you have been successful or unsuccessful in applying for a property.
- If you are the successful tenant(s), we will then request identification in the form of proof of ID and proof of address.
- We will also submit your details to a third-party referencing company who will send each tenant a submission link to input further details.
- The referencing company will contact your employer and Landlord or Letting Agent (if applicable) for a reference, as well as complete a basic credit check. Please note the referencing company may require additional documentation depending on your personal situation, if you are self-employed or in receipt of benefits.
- You may require a guarantor for the tenancy, this person must be a UK resident and earning over 30 times the monthly rent.
- This process usually takes 2-3 working days, referencing times may be longer due to missing or incorrect information. Any adverse credit found, may result in your application being rejected.
- Once references have passed, we will contact you to propose a tenancy start date.

## Step 4 - Tenancy Start

- Once the tenancy start date is confirmed, you will be required to make payment of the first month's rent and deposit. The deposit is normally equal to the first month's rent. If the property considers pets, there is an additional pet deposit of £200.
- Once payment is received in full, the tenancy agreement will be sent to all tenants for signing.
- Then keys can be collected on the tenancy start date along with your tenancy documents.