



Putting great property on the map

APPLICATION PROCEDURE-RESIDENTIAL LETTINGS

PLEASE CONTACT US IF YOU ARE INTERESTED IN LETTING A PROPERTY THROUGH US AND WE'LL SEND YOU AN EMAIL WITH AN APPLICATION FORM FOR YOU AND EACH ADULT OVER 18 YEARS OLD TO COMPLETE.

THIS MUST BE COMPLETED BEFORE COMING INTO THE OFFICE WITH THE INFORMATION/PAPERWORK BELOW

- 1) YOUR ORIGINAL PASSPORT/IDENTITY CARD – AN EMAILED COPY OR PICTURE OF THE PASSPORT IS NOT ACCEPTABLE
- 2) A VISA IF NEEDED
- 3) PROOF OF YOUR CURRENT ADDRESS BY WAY OF A UTILITY BILL (NO MORE THAN 3 MONTHS OLD)

IF THE LANDLORD ACCEPTS YOU'RE APPLICATION, SUBJECT TO CONTRACT WE WILL START THE REFERENCING PROCESS WHICH CAN TAKE BETWEEN 7 AND 10 DAYS

PLEASE BE AS HONEST AS POSSIBLE WITH YOUR INFORMATION. FOR EXAMPLE, IF YOU BELIEVE THAT YOU HAVE A BAD CREDIT RATING, LET US KNOW NOW – IT WILL ONLY SHOW UP ON YOUR CREDIT CHECK AND MAY AFFECT WHETHER YOU'RE ACCEPTED FOR THE PROPERTY OR NOT !

ONCE ALL REFERENCES AND CREDIT CHECKS ARE COMPLETE, WE'LL CONTACT YOU TO DISCUSS A MOVE IN DATE AND THE NEXT STEPS !

PLEASE BE AWARE THAT PRIOR TO COLLECTING YOUR KEYS TO THE PROPERTY, YOU WILL NEED TO HAVE TRANSFERRED THE RENT AND DEPOSIT TO THE CLIENT ACCOUNT DETAILED IN YOUR MOVE IN PACK.

PLEASE ASK US IF YOU'RE NOT SURE !

PLEASE DON'T HESITATE TO GIVE US A CALL IF YOU HAVE ANY FURTHER QUESTIONS!

READINGS

Readings Property Group Limited, 48 Granby Street, Leicester LE1 1DH

Telephone 0116 222 7575 www.readingspropertygroup.com

Directors: Nigel G. Carlisle BSc FRICS, James Court Cert. REA FNAEA, Will Ravenhill MNAEA MARLA & Peter R. Woodthorpe BSc. MRICS

Company Registered Number: 7380464

