



ESTATE AGENTS

[www.richardgreener.co.uk](http://www.richardgreener.co.uk)



& PROPERTY MANAGEMENT

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Rentals Tel: 01604 250066  
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### **APPLICATION CHECKLIST**

The following must be supplied by all adult applicants over the age of 18 before we can consider your application. Please either visit our office with the documents or scan/take photos and email to [rentals@richardgreener.co.uk](mailto:rentals@richardgreener.co.uk). Please take care with file sizes when emailing (10Mb max) and phone us on 01604 250066 once sent so we can confirm receipt of the following documents:

- Tenants Terms & Conditions completed on pages 1, 7 & 9 and signed by all applicants
- Summary Individual Application forms completed and signed by all applicants
- Tenant Shop Registration of Tenancy Information form by all applicants
- Your Holding Deposit Explained
- Proof of Current Address (see attached list)
- Original passports/visas to be brought into office (see attached list for other options of proof of ID if no passport)

Holding fee is only payable when Greener Rentals confirm the landlord has accepted your application. Payment to be made to Greener Rentals Client Account which is a Lloyds Bank account, sort code 30-96-09, account no 57279668.

You will then be emailed a more detailed online application form from UK TenantData who carry out the entire referencing process. They will text and email you to confirm when this has been sent, please check your spam or junk folder if it does not arrive in your Inbox. Please do not contact Greener Rentals during this referencing process unless UK Tenant Data request you to do so.

Once your referencing is complete and acceptable, we will contact you to confirm that the tenancy agreement will be drawn up and an invoice confirming move in monies due will also be sent to you.

### **Acceptable Proof of ID**

- Passport (current or expired).
- EEA member state identity card.
- National identity card
- Current visa
- Biometric residency card
- CIS4 registration card for the construction industry
- UK, EEA or international photo card driving licence includes photograph of applicant

If no British passport, then we need two of the following:

- Full birth or adoption certificate issued in the UK/Ireland which includes name of at least one of the holder's parents.
- Current full or provisional driving licence.
- Letter issued within the last 3 months confirming the holders name issued by a UK government department or local authority and signed by a named official (giving their name and professional address) or a British passport holder (giving their name, address and passport number) or issued by a person who employs the holder (giving their name and company address) confirming the holders status as an employee.
- Letter from a UK police force, issued within the last 3 months, confirming that the person is the victim of crime, that personal documents have been stolen and stating the crime reference number.
- Evidence of the person's previous or current service in HM armed forces.
- HM prison discharge papers or a probation service letter.
- A Disclosure and Barring Service certificate issued within the last 3 months.
- Benefits paperwork issued by HMRC, local authority or a Job Centre Plus, issued within the last 3 months.
- Letter from a UK further or higher educational institution confirming the holder's acceptance on a course of studies.

### **Acceptable Proof of Current Address**

- Utility bill to include gas, electric, satellite TV, landline phone bill issued within the last 3 months.
- Local authority council tax bill for the current council tax year.
- Current UK Driving Licence (only if not used for proof of ID).
- Bank/Building Society statement issued within the last 3 months.
- Current UK tenancy agreement
- Original mortgage statement from a recognised lender issued for the last full year.
- Solicitor's letter issued within last 3 months confirming recent house purchase or land registry confirmation of address.
- Council or housing association rent card or tenancy agreement for the current year.
- Benefit book or original notification letter from Benefits Agency (not if used for proof of ID).
- HMRC self assessment letter or tax demand dated within the current financial year.
- Electoral register entry.
- NHS medical card or letter of confirmation from GPs practice of registration within the surgery.
- Land registry confirmation of address

Documents we will not accept include, but are not limited to: mobile phone bills, credit card statements.