

# REGENCY ESTATES

A MOVE IN THE RIGHT DIRECTION

## TENANCY REQUIREMENTS

To secure a property we require a deposit which is the equivalent of one months rent.

**THIS DEPOSIT IS NON REFUNDABLE SHOULD YOUR REFERENCES BE FRAUDULENT OR FOR WHATEVER REASON YOU DECIDE NOT TO TAKE THE PROPERTY**

Once this is paid, we then take the property of the market. We will hold the property for you for no more than 28 days

**We then require from all tenants that are moving into the property -:**

- a) Employment reference (this must be supplied to us on company headed paper)
- b) 3 most recent wage slips
- c) Character reference
- d) Photographic I.D.
- e) Recent utility bill showing present address
- f) Application form to be filled in and signed

### A Guarantor

- a) Guarantor application form must be filled in and signed
- b) Proof of home ownership (either a mortgage statement or buildings insurance renewal notice)
- c) Photographic I.D.

All the above documents must be submitted to the office of Regency Estates, where they will be checked and verified.

Once the check is complete you will be contacted, to arrange a suitable time and date for all tenants and guarantor to meet at the property to sign the tenancy agreement.

**NB: If you choose not to take up the tenancy this deposit is non refundable**