

Tenant List



Dear Tenant(s),

Thank you for choosing Richmond, in order to process your application we will require the following documents from you before you sign a tenancy agreement:

Tenant	Guarantor (for each tenant)
Photo ID	Photo ID
Proof of employment	Proof of address
Proof of previous address	Proof of employment & earnings
Home let Credit Check completed	Guarantor Application Form (Provided by Richmond)

Please see below for a list of documents we can accept for the above.

Regards,

Richmond Property Management & Lettings Ltd

Accepted Documents:

The following applies to the documents required from all tenants & Guarantors.

All Documents can be posted, scanned & emailed, or brought into the office & we will make copies

Proof of ID:

- Must be either a driver's license (photo card) or a passport

Proof of Employment

- 3 monthly payslips or 12 weekly payslips
- If you are self employed, we must have a letter from your accountant on letter headed paper stating you're earning for the last tax year & how long they have represented you.
- Contract of Employment
- A letter from your employer on letter headed paper stating your salary

Proof of Previous Address:

- Council Tax, Gas, Electricity or Water bill
- Landline phone bill, but not a mobile
- A letter from an official government agency i.e. DVLA, HM Revenue & Customs
- A letter from your doctor's surgery
- Correspondence from your employer
- Please note we **cannot** accept mobile bills or bank statements

Guarantor

To qualify as a guarantor, you must be a UK resident, be in full time employment & be earning around 3x the value of the monthly rent.