

OUR BANK DETAILS

- Pay by cash or online
- Clan Gordon Limited, Bank of Scotland
- Sort Code: 801130 and Account: 06013950

1

- Pay holding deposit of £200 **and**
- Non-refundable fee of £75 inc VAT per tenant
- You must return application forms within 48 hours

2

- Inform your employer & landlord of the application
- Processing time depends on information supplied
- Accurate information can speed up this process

Application Passed!!

3

- Pay balance of rent and deposit
- Sign the lease and prior documents and...
- Bring any guarantors and a witness with you

4

- You must pay your ongoing rent by standing order
- Your rent must reach our account by the 1st
- Thus, set it to leave your account on the 28th

Each applicant must complete their own form and the documentation as detailed below.

- 1. Tenants** - documents from A, B and C. Tenants with low incomes will need a Guarantor.
- 2. Guarantors** – we need documents from A, B and C and you **must live in the UK.**
- 3. Overseas Applicants** who cannot supply those from Section B can provide the documents in Section D instead.

If you are bringing copies we MUST see the originals as well.

A - Proof of Identification

- Copy of passport
- OR**
- Copy of photo driving licence

B - Proof of Current and Previous Address – for last 4 years

- Utility bills such as gas, electric, TV licence, council tax – **NOT** mobile phone
- OR**
- Bank or credit card statements

C - Proof of Affordability

- If in permanent job - 2 month's recent pay slips OR 3 weeks if paid weekly
- OR**
- If self employed – 3 years P&L accounts
- OR**
- If retired – 3 month's recent pension advices OR 3 month's bank statements
- OR**
- If about to start new permanent job – copy of employment contract
- OR**
- If student – proof of sponsorship income or you will need a guarantor

D - Proof for New UK Residents from Overseas

- Copy of National Insurance letter when they sent you your NI number
- AND**
- Copy of work or student visa
- AND**
- Bank or credit card statement