

Sight of original documents must be produced, photocopies will be taken personally and retained on file. **Email, scan or copy submissions are not acceptable.**

- PROPERTY APPLICATION FORM, FULLY COMPLETED AND RETURNED
- HOLDING / SECURITY FEE DEPOSIT, ONE PAYMENT OF CLEARED FUNDS
- PASSPORT OR DRIVING LICENCE DOCUMENT
- PPS DOCUMENT OR CARD
- FULL LIVING ADDRESS WITH CONTACT NUMBERS
- BANK STATEMENT AND UTILITY BILL, (EXCLUDING MOBILE TELEPHONE OR BROADBAND CONNECTION OR WASTE COLLECTION VERSION) THREE MONTH VALIDITY
- CERTIFICATE OF COMPANY INCORPORATION, BUSINESS OR TRADE NAME REGISTRATION OR PERSONAL QUALIFICATION
- REFERENCE LETTER ORIGINALS, ONE EACH (A) PROFESSIONAL (B) PERSONAL AND (C) PREVIOUS LANDLORD, (EXCLUDING EMAIL VERSION)
- BANKING DETAILS
- INSURANCE BROKER DETAILS PARTY