



# Reservation information

When you have viewed a property and would like to reserve it, you will be asked to pay a holding fee of £300 which will be credited to your first month's rent.

You will be required to provide all the following paperwork to allow us to process your application. If your country of origin is not part of the European Economic Areas, you will need to supply us with your valid passport and visa. The following must be returned to Aberdeen Letting Centre along with the completed forms within 5 working days.

## Address history

Three years of previous addresses with postcodes in the UK which are traceable.

## Proof of address

Gas, electric council tax bill, or landline telephone or bank statement (within 3 months).

## Proof of ID

Valid passport or Full driving (photo & paper copy).

## Bank details

Completed Direct Debit by all applicants, if sharing please nominate bank account to be used.

You must complete and sign the direct debit section. If you are cohabiting or sharing then all direct debits will need to be completed and signed before your application can be processed. Please note a nominated bank account must be allocated.

In some circumstances, you may need to provide a guarantor. Please see guarantor information sheet for their requirements. Alternatively, you may be asked to pay all or some monies in advance.

Once all this information has been received, the credit assessment process will begin and you should receive a decision within 5 working days. Providing you are successful in passing the credit assessment, a move-in appointment will be arranged. Please note that as a company policy, Aberdeen Letting Centre will allow pets in certain properties, terms and conditions must be agreed to.

## Occupation and salary

If current employment less than three years – your previous employment details will be required. Proof of income, 3 months of wage slips (most recent) or letter of confirmation from your employer which must be on headed paper and addressed to Aberdeen Letting Centre.

## Credit history

You must have a clean credit record with no outstanding judgements.

## Income

Household income must be 33 times the monthly rent property. i.e. monthly rent of £800, income must be minimum of £26,400