



77 High Road | London | NW10 2SU

T: 020 8459 2530

W: www.regalestate.co.uk

E: lettings@regalestate.co.uk

Tenant Documentation Required

Any offer accepted on a property to let is subject to referencing and tenancy. We will need the following documentation provided to us either via email to the lettings negotiator that you are dealing with or you can bring these into our office. The below list is mandatory for each applicant unless otherwise agreed. Original ID documents will need to be seen in the office to satisfy 'right to rent' checks.

Tenants (if in employment)

- ✓ Completed Homelet form which will be sent to you online to complete electronically once your offer is accepted
- ✓ Colour copy of your passport and for non EU citizens a valid visa or if your documents are with the Home Office, a letter from the Home Office and the Home Office reference number
- ✓ Last three month payslips or if self-employed your last annual tax return
- ✓ Last three month bank statements
- ✓ Proof of address

Students (if you are a student with a UK based guarantor)

- ✓ Completed Homelet form which will be sent to you electronically once your offer is accepted
- ✓ Colour copy of your passport
- ✓ Offer letter or correspondence from your educational institution confirming a place on the course



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Guarantors (for tenants or for students)

- ✓ Guarantors must be UK based and provide the below information and have a combined income of at least 3x the annual rent:
- ✓ Completed Homelet form which will be sent to you online to complete electronically once your offer is accepted
- ✓ Colour copy of your passport
- ✓ Proof of address

List of Acceptable documents for proof of address:

- ✓ Council tax bill
- ✓ Photo card driving licence
- ✓ Gas, electric or water bill
- ✓ Broadband/landline phone bill
- ✓ Letter from your employer confirming your home address

NB: Regal Estates reserves the right to request additional documentation from potential tenants as part of the referencing procedure.

If you have any questions relating to this list please speak to your Lettings Negotiator for more information.