

## THE RENTAL PROCESS & STAGES

1. Payment of the **reservation fee** (equivalent to 2 weeks rent) to be paid by transfer to the bank account details given below;

**BANK NAME:** NAT-WEST BANK PLC.  
**COMPANY NAME:** AMBER & CO (MGNT) LTD.  
**ACCOUNT NUMBER:** 61609447  
**SORT CODE:** 60-02-12  
**PAYMENT REF NO:** .....

2. We will then give you a **Subject To Contract Letter & Reservation Fee Form** which shows you the proposed details of your tenancy such as Start date, Rental amount, etc.
3. Next we will give you an **Application Form**. You should fill out this form with your personal details and the details of your proposed referees. This information will be sent to **ELETSURE** who will contact your referees to verify the received information. (It takes average 5-7 working days to check your employer and landlord references).
4. You will also be asked to supply a **photographic Identification** with your Application Form such as passport, ID Card or UK Driving Licence and Proof of address dated within last three months (Utility Bills, Bank Statement, etc.) **STUDENTS MUST HAVE UK GUARANTORS OR MUST PAY MINIMUM 6 TO 12 MONTHS' RENT IN ADVANCE.**
5. Once your references have been verified, we will issue you with a draft copy of the **proposed tenancy agreement** for you to read through. This gives you time to raise any questions regarding any part of the Tenancy Contract that you might require to be explained to you.
6. You will be invited to meet our landlord at our office and sign the tenancy contract. (IF APPLICABLE).
7. Payment of the outstanding balance to be paid within 5 working days before the moving in date.
8. On the day that your tenancy starts, you will meet the inventory clerk at the property, they will perform an independent check-in service which lists & records the landlord's items and the general condition of the property to be rented, including the photographic recording of any utility meter readings. The Inventory Clerk will also supply you with a set/s of keys to the property.
9. Put the kettle on and enjoy your new home.