



**To your deposit appointment you must bring the following items for all applicants and guarantors:**

Requested supporting documentation - Copies will be taken at our office

- **Photographic ID** - i.e. Passport / Driving License / Work Permit / Visa.
- **Bank Statements** - This **must** be the last three months.
- **Proof of Current Address / Residency** - i.e. Utility bill less than 3 months old.
- **Proof of Previous Addresses for the last 3 Years** - i.e. Tenancy Agreement / Utility Bills etc.
- **For New Employment** - Contract of Employment or Confirmation letter confirming employment.
- **If Self Employed** - Copies of Last 3 Years of Audited Accounts
- **Bank statements** - from past 3 months

An appointment will be made for you to return completed Application / Guarantor forms and requested documentation. Until such time as the holding deposit and application forms are received we are obliged to continue marketing the property and viewings will continue. Marketing may be withdrawn at the discretion of the Agent/Landlord. Once an acceptable application has been made and accepted the property will be promoted as 'Let Subject to Contract'.

**Property Holding Deposit** A 'Holding Deposit' is required for any property you wish to proceed with and this is payable at the time of submitting your tenancy Application Form. This Holding Deposit will be held by Maitland Rachel in accordance with their Terms and Conditions. The offer of a tenancy will be subject to contract, satisfactory references and the Landlords/Agents approval. **All tenancies are Subject to Contract. This IS NOT an offer of a tenancy.** Only Cash or Debit Card payments can be accepted for Holding Deposits. **If your application is unsuccessful** You will be notified within 7 working days and your Holding Deposit will be returned to you in full. Processing fees are not refundable. **Please refer to our full Terms & Conditions of Registration and Tenancy Applications. All tenancies commencing after 31<sup>st</sup> March 2007 are included in the Tenancy Deposit Scheme for Regulated Agents (TDSRA) and upon commencement of the tenancy the deposit will be held by Maitland Rachel Agencies as Stakeholders**