

# Welcome to Mclean Forth Properties – we look forward to welcoming you as tenants. Before starting the move in process it is important to consider the following:

• We will take Employment, Income, Credit & Previous Landlord References on you

## We will require the following information:

- Full address of your current property
- 3 years' address history.
- Employment Details including position held and contact a contact name.
- Current Letting Agent/Landlord Details.

### We will require one of the following forms of photographic ID:

- Driving License showing current address
- Passport
- ID Photo-card

## We will require one of the following forms of written ID:

- Utility or Council Tax Bill
- Recent Phone Bill
- Recent Bank/Credit Card Statement

# To be acceptable for tenancy you must:

- Have been in employment for at least 6 months or provide evidence of formal job offer/contract.
- Be able to provide all the information requested above.
- Earn a gross annual salary equal to 2.5 times the annual rental commitment you are personally responsible for - e.g. for a monthly rental of £300 your gross annual salary must be £9K.

## You will need a guarantor if:

- You are a Student, unemployed or have adverse credit history
- You have recently arrived from overseas to take up new employment
- Your rental commitment is more than 40% of your gross annual income.

# An acceptable guarantor must:

- Be a resident in the UK or Northern Ireland.
- Have a clean credit history subject to appeal where documentation can be provided.

Thank you for taking the time to consider the above – if in a position to do so you are now ready to begin the move in process. Please follow the simple steps on the next page.

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# The 10 Steps to Moving In

Complete
application form
online & forward
copies of ID to
Mclean Forth



Mclean Forth arrange for references to be taken through Let Alliance



Agree an entry date for your property with your Property Manager



Read & sign tenancy agreement which will be sent to you via ADOBE Echosign



Meet Pinstripe Clerk at the property, Check Inventory & Collect the keys.



organise the transfer of Council Tax & Utility accounts into your name.



Receive phone call from Pinstripe Inventories to arrange appointment for your check-in to your new home.



Transfer first
month's rent and
security deposit to
Mclean Forth

Read welcome letter taking note of utility providers & procedure for reporting maintenance.



Enjoy your new home!







