**Dear Applicant**

Please find enclosed information relating to your application.

Each applicant over the age of 18 years is required to complete an application form.

Please ensure that your application is completed clearly and in full. We recommend that you inform all your referees that we will be emailing them which will help to speed up the process.

**Identification**

The law requires that we check your identification for “right to rent” checks. See attached guide.

**Affordability**

Please can you check that you pass the affordability requirements with the enclosed/attached calculator sheet. In some cases, if you do not meet this financial requirement we may be able to accept a guarantor or take a 6 month deposit. Please enquire.

**Holding deposits**

If your application is successful for referencing, we will take a holding deposit of one weeks rent.  If the referencing is satisfactory, the amount of the holding deposit will be deducted from your Deposit. However, failed references due to giving false information or the tenant deciding not to go ahead will result in the holding deposit not being returned.

**How we look after your data**

Under the new GDPR regulation we make sure your data is protected and confidential. At any time, you can request that your data is removed. We will not at any time pass data to third parties that are not related to the letting of the relevant property. However, we need to pass your information to the landlord to enable the landlord to make an informed decision. Once the letting is successful, we will on occasion need to pass your telephone number to tradesman for them to arrange access. Full details of our privacy statement are available on our website.

Please contact us should you have any queries.

Kind Regards

The Property Management Team