

Azad Ayub Ltd Property Managers

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ITEMS TO BE WITH US BEFORE TAKING UP A TENANCY

1. **Three written references:**
 - (a) One from an employer or previous employer
 - (b) One from a professional person, eg doctor, teacher
 - (c) In the case of students - a parent's guarantee and a reference letter
For an employed person - a bank reference
2. **Rent** for the first 2 months.
3. **Student card** or other form of **identity**, eg passport
4. **Standing order** for the monthly rent payments
5. Signed **Notice and Agreement**

Please note:

- a) All agreements to be signed at this office
- b) Written references for everyone in a group to be with us at least two working days before contracts are signed or moving in to the property, whichever is earlier.
- c) Keys to the property are given out when everyone in the group has completed all the five items listed above.
- d) Each person to collect her or his keys from the office and sign for them.

We hope you enjoy your stay with us.

Thank you

AZAD AYUB LTD