**DOCUMENTS TO BE SUPPLIED BEFORE TAKING UP TENANCY**

1. Completed **application form**
2. **Two written references**:
3. One from previous landlord
4. One from an employer or previous employer, or
5. One from a professional person, e.g. doctor, teacher etc.
6. Last **three-month bank statements & payslips**.
7. **One month rent** **& one month/5 weeks deposit**.
8. **Identification document** (confirming right to rent), e.g. passport
9. Confirmation of **standing order** for monthly rent payments
10. Signed **notice** and **agreement**
11. For students, the following additional documents are required:
12. **Parent’s guarantee form**
13. **Student card**
14. **Student finance letter**
15. **University enrolment letter**

**Please note:**

1. All agreements are to be signed at our office.
2. 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.
3. Keys to the property are given out when everyone in the group has completed all the items listed above.
4. Each person to collect his/her key from our office and sign the key issue form.

We hope you enjoy your stay with us.

Thank you,

**Azad Ayub Ltd**