



3Keys Property  
6 Town End  
Doncaster  
South Yorkshire  
DN5 9AG

Company reg. no: 06841492  
Branch no / name: Doncaster branch  
Phone: 01302 867888  
Email: enquiries@3keysproperty.co.uk  
Web: www.3keysproperty.co.uk

## TENANT APPLICATION PROCEDURES

### In order to proceed with your application, we will require:

- A completed 3Keys Tenant Application form (1 per applicant)
- 2 forms of photographic ID i.e. Passport and Driving Licence (per applicant)
- Agency Fee of £100 + VAT (per applicant)
- A Guarantor (please see below)

From your application form, we will contact your referees for the following information:

#### Employer

Length of service/salary etc – replies must be on company letterhead and signed by a person in authority.  
Alternative proof of employment  
Signed contract of employment on company letterhead

#### Self-Employed

A reference from accountant or solicitor

#### Current/Pervious Landlord

Information requested will include length of tenancy/rental amount/whether payments have been regular/how the property has been cared for.

#### Character

Needs to be from somebody who has known the applicant for some time (ideally 5+ years), holds a professional and respectable occupation. References from relatives are not acceptable. Please provide a separate character reference for each applicant.

#### Proof of Financial Stability

Last 3 bank statements or last 3 wage slips  
(please bring these with your application form and ID)

#### Credit and Identity Check

National consumer credit database are checked for information such as address given, electors register, CCJs, bankruptcy, residency status etc.

It is now a legal requirement to verify all prospective tenants' identity and right to reside in the UK.

#### Guarantors

All tenancies require a guarantor. This can be a family friend or relation, anybody who is employed and a home owner. They will be referenced to access their suitability to act as guarantor for the tenancy in question. The cost for referencing a guarantor is £50 + VAT.

#### Terms of Application

Paying your referencing and administration fee does not guarantee you the tenancy.

All tenancies are subject to contract i.e. subject to satisfactory reference replies and subject to the landlords' approval and ultimately the signing and executing of the tenancy agreement. **The referencing and administration fees are non-refundable**, if you are unsuccessful in your application, you will not receive your fee back.

If the results to our reference enquiries are satisfactory, the fee you have paid will hold the property for a period of 2 weeks only from the date the fee was paid. The remaining balance (first months' rent and bond) are due in cleared funds at the check in. If you are not ready to move in at the 2 week stage, you can pay your first months' rent to hold the property for a further 2 weeks. Properties will not be held longer than 4 weeks unless this is agreed with the landlord in advance of you paying your initial referencing and administration fee. If you change your mind for any reason and decline to go ahead with the tenancy, any money paid including or in addition to the referencing and administration fee is non-refundable.