

We will send you an Application of Tenancy and ask that you complete this as soon as you can to reserve the property.

A few simple steps, a little bit of work for you to begin the process. Any questions please email or call. To start....

1. Please send us your Photo ID, proof of address for each of the Tenants along with each Tenants mobile phone number and email address so that we are able to create the application and email this to you all.

Once you have completed the Application of Tenancy and transferred the holding deposit in the amount equal to the sum of one weeks rent, we will ask you to email the following documents. This will be sent to the Landlord of the property and kept on file with our agency for the term of the contract. This information will be secure and in keeping with the GDPR law.

Tenancy Document Check List

The requested documents should be emailed to info@space-acq.com this is a secured network and ICO approved.

| | | Tick (office use only) |
|--|--|---------------------------|
| Next of Kin: | Please provide the names of the Next of Kin for each Tenant. | |
| Passport Information: | Please email a copy of the front page and photo page of the passports for each of the Tenants. | |
| Proof of Address: | Please email a utility bill for each Tenant | |
| National Insurance Number: | Please email the National Insurance numbers for each Tenant. | |
| Birth Certificate: | Please email a copy of the Birth Certificates for each Tenant. | |
| Bank Statements: | Please email the last 3 months of Bank Statements for each Tenant. | |
| Pay Slips: | Please email the last 3 months Payslips for each Tenant. | |
| Landlord Reference: | Please provide a reference letter from the current Landlord for each Tenant. | |
| Current Property: | Please provide the AST (Rental Agreement) for the current home of each Tenant. | |
| Employer Reference: | Please provide a reference letter from the employer of each Tenant. If the Tenant is self-employed, please provide the end of year accounts and a letter from their Accountant. | |
| Work contact details: | Please provide the following for each Tenant: Work Phone number, work address, work email address. | |
| Guarantor Details: | You may require a Guarantor for the property, if so, please provide their name, address, phone number and email address, passport, utility bill, payslips/accountant letter (proof of income) they must earn 3 time the rental amount and must own their own home. | |
| Holding Deposit: | We will require a holding deposit in the amount equal to the sum of one weeks rent. | |
| Security Deposit and First Month's Rent: | We will require a security deposit and first months rent prior to move in | |
| Right to Rent Check: | If you or any of the Tenants do not hold a UK Passport, please provide a Visa from each of the Tenants. | |

