VALIDATIONS

All documents marked 'amber' are to be obtained within 14 days of the booking being made. All documents marked 'green' are to be obtained before the tenancy agreement begins.

PAYING IN FULL

- Signed tenancy agreement by both tenant and guarantor (if applicable)
  - Every page of the agreement is to be initialled by the tenant
  - Full contract to be saved in the Student Folder
  - Physical signatures accepted only

- Tenant proof of address
  - Must be an official document and written in English
  - Address must match that which is on the booking system/tenancy agreement
  - For overseas tenants, two documents are required to ascertain the accuracy of each document

- Tenant photo ID
  - Must be an official document

- Proof of student status
  - Confirmation of student status must be obtained
  - If confirmation cannot be obtained at time of booking, a university/college application is to be collected as an alternative until confirmation becomes available

- If a non-EU student, a copy of their VISA
  - This may not be achieved until closer to the start of the contract

PAYING IN INSTALMENTS

If the tenant is paying in instalments, all of the same documentation is required along with the following additional items:

- Proof of Student Finance/funding
  - Confirmation must be obtained
  - Documentation must show tenants name and be dated for 2019/20

- Guarantor contact information
  - Must be a UK-based guarantor
  - This information must be entered on the booking system

- Guarantor proof of address
  - Must be an official document and written in English
  - Address must match that which is on the booking system/tenancy agreement

- Guarantor photo ID
  - Must be an official document

- Proof of Guarantor income
  - The Guarantor must earn at least 3 times the value of the contract which is due
  - If using Housing Hand, a confirmation letter/email from Housing Hand is required