

Get Quicker Results with Tenant Referencing

This guide has been put together to help you to get quicker results when using Letsure's tenant referencing services.

Self Employed Applicants

Please ask for the applicant's HMRC tax calculation or SA302:

- Dividends - If we are to consider dividends we will require 3 years proof of income to show financial stability.
- We **DO NOT** accept – SA100, SA110, SA101 or SA103

Retired and in Receipt of Pension

Please ask for the applicant's pension documents:

We accept the most recent Pension Award Letter or P60.

We can also accept bank statements however please note:

- The applicants/ guarantors name must be printed on the statements or header
- We require 6 consecutive statements (**NOT** online statements)
- We **DO NOT** accept statements in joint names.
- It must be clearly visible where the income is from.

Is your applicant starting a new job?

Please ensure the applicant provides the contact details for the employer they will be working for during their tenancy.

Have your applicants informed their respective referees?

By advising your applicants to inform their referees they will be contacted for a reference this helps us get the reference at first point of call, as 90% of them won't give you a reference until they have got authorisation from the applicant first. Please get the applicant to ask their employer who the best person to get a reference from is. This ensures we contact the right people straight away.

Signature Pages/Declaration

Please ensure the applicant signs a declaration if they are intending to complete their application online. This means we can send the reference request and signed declaration at the first point of call.

Is your applicant employed by their own limited company?

Please provide the contact details of the accountant as applicants cannot put themselves down as a referee. Alternatively the applicant may be classed as self employed and be able to provide Tax Calculation/ SA302.

Taking too long?

At the third point of call if we have been unable to obtain a reference we may be able to accept 6 months most recent printed payslips and a copy of the signed employment contract. This could speed up references that are out with our control.

By following these quick procedures and sending over the correct documents the reference process will be significantly quicker for you.