

CHECKLIST FOR NEW TENANTS

Here's a checklist of all the things we'll need from you before your application with Manchester Apartments is complete. Please provide all items within one month of application unless otherwise agreed with a member of our team.

PAPERWORK

- **Application Form:** Completed and signed
- **ID:** Student card/driving licence (for photo ID) and Passport (for proof of Right to Rent in the UK)
- **Guarantor Agreement:** Completed and signed together with photo ID and proof of address, e.g. recent utility bill. Guarantor should preferably be a parent or guardian. If not, they must be over 25 years of age, a home owner, permanent UK resident and in permanent full-time employment.
- **Tenancy Agreement:** Signed by all tenants of the Property

PAYMENTS

- **Holding Fee:** Paid in full within one week of application
- **First Month's Rent:** Paid in full
- **Standing Order** for the full period of the Tenancy.

Please ensure that these items are provided by all tenants by the deadlines given to avoid disappointment with your application. Please share this checklist with your housemates.

Thank you for your application.

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