

# TENANT CHECKLIST

THE BELOW IS REQUIRED FROM ALL TENANTS TAKING OCCUPATION OF THE PROPERTY. FAILURE TO PROVIDE ANY OF THE BELOW INFORMATION MAY RESULT IN YOU BEING UNABLE TO TAKE OCCUPATION OF THE PROPERTY.

- ❖ **Last 3 months bank statements.** (If you do not have paper statements a print out of an online statement will be acceptable, providing yours and your banks details are clearly displayed at the top of the page.
- ❖ **Last 3 months pay slips.** If statements are weekly, the past three months' worth must be shown. If self-employed we shall require a copy of your recent self-assessment or a letter from your accountant on company headed paper confirming your annual salary for the past 2 years.
- ❖ **Photo ID.** Copy of your Passport or Photo Card Driving licence may be used.
- ❖ **Proof of Address.** This can be a utility bill i.e. gas, electric, mobile phone bill etc. Or a copy of your photo card driving licence showing your current address. Or a letter from your employer on company headed paper confirming your current address. An accountant cannot confirm your address.
- ❖ **Letter from Employer.** This must be on company headed paper, and must confirm your start date, salary and position within the company.
- ❖ **Current or Existing Landlords Reference (If applicable)**  
This must confirm the period of occupancy, if the rent was paid on time and in full each month, the condition the property was kept in and a character reference.

Documents can be scanned and emailed to [ialam@evereststates.co.uk](mailto:ialam@evereststates.co.uk), posted to 666 Green Lane, Goodmayes, Ilford, Essex, IG3 9RX, or brought into the office in person.

If you have any queries in relation to the above please contact us on:

020 8598 1234 or email [ialam@evereststates.co.uk](mailto:ialam@evereststates.co.uk)