**Step by step guide to applying for a property**

**Step 1 Check your finances**

Before you view a property be sure that you can afford it

As a tenant you need to have an annual income of 21/2 x the annual rent.

You will be refused if you have CCJ’s IVA’s

If you are applying on Benefits, then you must have a home owning Guarantor with the annual income of 3x the annual rent.

You will also need to be able to afford the deposit of 5 weeks the rent which will be held in the DPS (deposit protection scheme)

**Step 2 Book a viewing**

Be quick to book a viewing

Confirm your booking in the morning of the viewing

Be on time

Be presentable

Be the person who is applying

**Step 3 Apply (For the guarantor too)**

Fill in the application form

Provide 3 months wage

Refences from your current Landlord, employer, personal

3 months bank statements

Be ready to move in or at last have given notice to your current Landlord/agent

Pay one week’s deposit to take it off the market

Finally, if you are moving from another property, please do your best to give it back in the same standard as it was given to get back your deposit from the DPS, don’t forget you need to have an ID form your landlord or Agent

**Call the office on 01706823131 to apply**