



PO BOX 303
Ashton Under Lyne
Lancashire
OL6 0FZ

Tel 1: 0161 330 1669
Tel 2: 07538 864 926

info@loramlettings.co.uk
www.loramlettings.co.uk

ADMINISTRATION FEES & INFORMATION REQUIRED

Administration and Credit Check Fees (THIS FEE IS NON-REFUNDABLE)

Single Applicant	£120.00
Joint Applicants	£200.00
Guarantor (A guarantor is required if an applicant is under 25 or claiming Housing Benefit)	£120.00

CHECK LIST FOR A PROSPECTIVE TENANT/GUARANTOR

Valid E-Mail Address		
Passport or Drivers Licence		
3 last month's worth of bank statements (showing income)		
3 last month's worth of payslips		
1 Utility Bill (showing name and current address)		
Bank account details where the rent is to be taken from		
Employers Details		
Employers reference		
Character reference		
Landlord reference		
Proof of income (if not working: income support letter etc)		

NOTE

PLEASE NOTE THAT IF YOU ARE GOING TO BE CLAIMING HOUSING BENEFIT TO PAY THE RENT, IF ACCEPTED, ON THE ARRANGED MOVE IN DATE YOU WILL NEED TWO MONTHS RENT PLUS A DEPOSIT BOND UPFRONT.

IF YOU ARE A NON HOUSING BENEFIT TENANT, IF ACCEPTED, ON THE ARRANGED MOVE IN DATE YOU WILL NEED ONE MONTHS RENT PLUS A DEPOSIT BOND UPFRONT

