



**REGENCY  
PROPERTIES**  
Lettings Thanet Kent

## **TENANCY PROCEDURE INFORMATION**

If you choose to make an offer on one of our properties, you will be required to visit the office to put a holding deposit in place (1 weeks rent) along with your Photo I.D. for a Right to Rent check. Please note that a holding deposit is non-returnable if you fail referencing or decide you do not want the property. If referencing passes the holding fee will be put towards your rent in advance.

We require all adults to provide the following to accompany the application(s):

- **Photo I.D.**
- **Proof of your National Insurance Number**
- **A recent utility bill**
- **Proof of income (e.g. 6 months' pay-slips)**
- **6 months bank statements**
- **Copy of current tenancy agreement**

Applicants with a guarantor will have a greater chance of being accepted by the landlord of the property they are applying for. This is a person who will guarantee all aspects of the tenancy agreement. They will need to be earning or have in savings three times the amount of the yearly rent. For example: If the rent is £650 per calendar month, the guarantor needs to be earning or have in savings at least £23,400.

They will be required to provide the following:

- **Photo identification (passport, driving license or similar)**
- **Proof of your National Insurance Number**
- **A recent utility bill**
- **Proof of income (e.g. 6 months' pay-slips)**
- **6 months bank statements**

If the property you are moving into has a tenant in situ, we can only provide you with a guide date for occupancy, this may change depending on the current tenant's situation. Please make sure your application has been approved and moving date confirmed before booking removal vans etc.

It is your responsibility once approved to arrange for utility supplies to be connected. With regard to pay as you go meter's the correct cards/keys will be given, new gas cards or electric keys are also available through the Pay Point Local Retailers.

The required deposit and rent in advance must be paid in full and cleared before you move in. If paying by cheque, this needs to be cleared in our account before signing the tenancy agreement. When dealing with a successful application we incur costs. If you do decide to withdraw your application, please inform us as soon as possible.

You are responsible for reading the full tenancy agreement before signing. We will not let you sign the agreement unless you agree to fully understand the conditions of the document which is **legal and binding**.

**For Further information:**

**Telephone:** 01843 297 117

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