



LUSCOMBE
& CO

26 Bridge Street

Newport

NP20 4BG

01633 265222

luscombeandco@gmail.com

Dear Prospective Tenant,

Please follow our Tenancy Application process below.

Once you have decided to apply for the property you must do the following:

1. Contact the office to complete your offer form. The offer form completed will be used to add you to our referencing software **Vouch**, where you will be able to check your referencing progress at any stage. The tenancy will be based on the information given on this form; any incorrect information could result in the referencing being failed and the holding fee being retained.
2. If Offer is accepted, you will then be required to pay a Holding Fee. This can be paid directly into the bank via online transfer using the below details or paid in cash.

Bank: HSBC

Account Name: Luscombe & Co Client Account

Sort Code: 40-34-27

Account No: 52300168

Reference: Your last name

- * **A Non refundable tenancy deposit equivalent to one weeks rent of the property you are applying for. As long as you move in this will be allocated towards the first months rent**

Alternatively, you can call the office on 01633 265222 to make a card payment.

3. Complete your application form on Vouch, the link for this will be sent directly to your email address. You will have 14 days to complete the referencing process.

Please complete one application form per applicant

4. Please upload the following documents via Vouch for each applicant within 14 days of paying the Holding Deposit:
 - Copy of your Passport or Driving license
 - Last 3 months payslips
 - Recent utility Bill (no older than 3 months)

The following will need to be provided directly to the office-

- ID uploaded to Vouch for verification
- 3 months bank statements

If the tenant fails referencing, provides misleading or incorrect information, takes too long to provide information (more than 14 days), fails to enter into an agreement within 14 days or fails right to rent – we hold the right to retain the Holding Deposit. If the holding deposit is retained you will be advised in writing within 5 Calendar Days.

5. If for any reason there is a discrepancy with your referencing, Vouch may automatically request a guarantor. This does not mean that you will pass the referencing with a suitable guarantor; we would have to refer back to the landlord and see if they would be happy to accept the application on this bases.
6. Once all information has been provided and the referencing passed, a check in date and appointment will be arranged. You will receive all of your documentation via DocuSign for you to sign digitally. All Parties must sign the AST within 15 calendar days of the holding deposit being paid.