



L U S C O M B E  
& C O

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Dear Prospective Occupant,

Please follow our Occupant Application process below.

1. Upon enquiring for a property you will be asked to complete an offer form with some basic information about yourself and current status to ensure suitability for contract. You will need to complete and return this to our office.
2. You will then be sent a PDF document of Information for Tenants, this will include a draft occupation contract for you to read through and referencing information. This is also available on our website [www.luscombelettings.co.uk](http://www.luscombelettings.co.uk) under our tenants tab.
3. Once you have viewed the property and you wish to go ahead we will put your offer form forward to the landlord and upon acceptance from the landlord on the basis 'subject to contract and satisfactory references' you be required to pay a holding deposit equivalent to one weeks rent. This holding deposit will be allocated towards your first month's rent upon passing referencing and landlords acceptance. You will then be sent Holding deposit agreement form to be signed to understand the terms and conditions of your holding deposit.
4. 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. You will need to 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. (anyone intending to occupy the property 18years old or over.)**

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 pay slips
- -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 you are not able to demonstrate enough income for the affordability required for your share of rent, or there is adverse credit on your file, you may be asked to provide a guarantor. If a guarantor or any additional applicant (s) is required then they will also need to complete an application form.

5. Once all information has been provided and the referencing complete, all referencing information will be provided to the landlord for them to decide how they wish to proceed.
6. Upon the landlord confirming they are happy to proceed with you as contract holder 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 occupation contract within 15 calendar days of the holding deposit being paid. On the day of your check in appointment you will need to pay your security deposit and one months rent (minus the holding deposit amount)