



Chadworth Developments Ltd
2c Bromborough Road, Bebington, Wirral, CH63 7RE
Tel: 0151 644 6974
Email: will@rentwirral.com

Dear Prospective Tenant(s)

We are delighted that you are looking to rent a property from our company and we look forward to working with you to try and make this happen.

We work on a first come first serve basis, whoever drops completed application forms off to our office with the supporting documentation noted below and pays the application fee will be placed through the referencing process first. We only place one applicant through the referencing process at any one time. If your application arrives when there is already an application in process then we will place you in queue. If for some reason the application ahead of you fails then we will contact you and see if you still wish to apply, at which point we would require you to pay your application fee.

Please read through the application form carefully and fill in every section. Failure to complete any areas will result in a delay in the processing of your application, something we try to avoid from the outset.

Once you have completed the forms, please return to our office at the above address with the following items, failure to provide any of the below may prevent application from being processed, it is also an option to scan and send the documents below via email although we will need to see the originals prior to tenancy sign-up;

- 2 x forms of photo ID for any applicant and guarantor (Passport and drivers licence preferred)
- Current bank statement
- Current utility bill (if available)
- Current wage slips
- End of year tax return (if self-employed)
- Correspondence received from Council departments if applicable (eg. Housing Benefits – if applicable)
- Any further financial evidence you feel will help your application.
- Non-refundable application fee - £60.00 - We can accept cash or online bank transfer. If you pay through the bank please make payment to Lloyds bank account below, please mark your payment with **APPFEE & "Your surname"** as a reference.

Account name: Chadworth Developments Ltd
Account number: 03399969
Sort code: 30-15-52

Please note that the referencing company will decline your application if you have any County Court Judgements (CCJ's) against your name unless you can provide a suitable guarantor who earns 35 x the monthly rent and has a clear credit history. Always tick the box to notify us of any CCJ's in advance otherwise the referencing company will instantly reject your application if one flags up that you haven't previously notified us about.

The time it takes to receive the result of the report is entirely dependent on the length of time it takes HomeLet to verify all necessary parts of the application. Please be assured however, they do work quickly and aim to complete reports within 3-5 days. Please note that should we be required to carry out a 'Right to Rent' check on an individual in order to comply with government legislation then there will be an additional £10.00 added to the application fee.

In the meantime, should you have any further questions please do not hesitate to contact me.

Kind Regards

Will Rowlands
Letting Agent