



Detailed instructions for tenant referencing

STAGE TWO APPLICATION ADVICE

Introduction:

Watson Property do not charge any mandatory tenant referencing fees.

You have the option to provide us with referencing documentation yourself, free of charge, alternatively, we offer a paid for outsourced tenant referencing service which you may avail of at your own free will.

This is your choice entirely and is not conditional on your being granted the tenancy. Please let us know your decision.

From being issued the offer to proceed to **Stage Two** of our application process, you have up to **48hrs** (excluding weekends, office holidays, bank holidays & public holidays) to complete referencing checks.

OPTION ONE

SELF REFERENCING OPTION

We require copies of the following documents:

- **Copy of your recent full credit check report**, carried out within the last four weeks
 - You can obtain this from Clear Score, Equifax, Experian and others online
- **Written reference from your most recent landlord (or letting agent)**, where you occupied the rental property for at least six months within the last two years:
 - **If a letting agent manages or collects your rent**, a letterheaded reference or email from their company email is sufficient
 - **If your landlord collects the rent themselves**, we require a letter or email from them, which must be accompanied by evidence of property ownership ie.:
 - Copy of recent rates bill for the property you live in and they own
 - **OR**
 - Copy of certificate of the landlord insurance certificate for the property you live in and they own
- **Proof of current address** such as a utility bill or bank statement
- **Proof of earnings** such as copies of your last three months payslips / or records of your last three months benefits payments / or your employment offer or contract

Scans/clear photos should be emailed to us **one email per applicant only, not multiple emails**
office@Watson1889.com

028 9050 2845
office@Watson1889.com

The Mount Business Centre,
2 Woodstock Link, Belfast, BT6 8DD.



OPTION TWO

PAID FOR REFERENCING OPTION

Home Let, a professional tenant referencing agency will carry out all credit and referencing checks on your behalf. Fees are £30 per tenant paid to Watson Property before referencing begins, and are non-refundable.

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