



STAGE TWO APPLICATION ADVICE

Detailed instructions for tenant & guarantor referencing

Introduction:

Watson Property operate a self-referencing system for tenants and their guarantors.

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 for you and your guarantor. Full details are below.

Scans or clear photos of each document should be emailed to us as attachments. Please send **one email per applicant only, not multiple emails** to office@Watson1889.com

SELF REFERENCING INSTRUCTIONS FOR TENANTS

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
 - If you can't download the report, please send screen shots
- **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.:

028 9050 2845
office@Watson1889.com

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



- 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 on your bank statements / or your employment offer or contract

SELF REFERENCING INSTRUCTIONS FOR GUARANTORS

A GUARANTOR MUST BE A NORTHERN IRELAND HOMEOWNER WITHOUT EXCEPTION

We require copies of the following documents which must be in the name of the Guarantor:

- Proof of home ownership & I.D.
 - o Copy of recent rates bill / home insurance certificate / mortgage statement (within last 12 months)
 - o Copy of valid photographic I.D. ie. driving licence / Passport / electoral I.D. card

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