

Referencing Guide

All adults who intend to occupy the property are required to complete an online application form with LetAlliance and provide referencing paperwork. Referencing paperwork must be supplied within seven days of the application form being completed.

Applicants are required to provide to Donald Ross Residential: -

- **photographic ID (passport or driving licence)**
- **proof of their current address (utility bill, bank statement or driving licence)**

There are three parts to the process

1. CREDIT CHECK

They will check for bad credit, IVA's, bankruptcy Order and CCJs. If you have any adverse credit, it is important that you declare this and make us aware of it.

2. CURRENT OR PREVIOUS LANDLORD REFERENCE

They will contact the landlord or agent who you are renting from at the moment, or a landlord or agent you have rented from in the last 6 months and obtain a reference from them.

3. VERIFICATION OF EARNINGS

They will need to verify that you can meet the rental obligations and to do this they will check what income you have at present.

Once the income has been verified, they will calculate affordability to pay the rent, known as the income to rent ratio:

Annual income divided by Annual rent = Income to rent ratio

If the ratio is 2.49 or less you will require a guarantor* or 6 months rent in advance. If the ratio is 2.5 or higher then you will meet the affordability. *Guarantors are required to have a ratio of 3 or higher

EMPLOYED APPLICANTS

They will take a reference from your current employers. It is important to give the name of your line manager or indicate that we need to contact the HR or Payroll department if this is the case. We can provide a consent form for you to sign and present to your employer if necessary. If you are employed by your own company, you need to go down the self-employed route and provide tax returns or accountant details.

SELF-EMPLOYED

We will need to obtain a reference from your accountant or have sight of the following:

- **Your last 2 year's accounts**
- **Your last two years worth of official HMRC SA302's / SA100's / CIS Vouchers**



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UNEMPLOYED/STUDENT

Unemployed / Student Unemployed applicants and students always require a guarantor. We do recommend that you provide to your letting agent copies of any stipend or bursary paperwork which you have received.

INDEPENDENT MEANS

If your income is in the form of independent means, then we will require your last 6 month's bank statements and may take a reference from your accountant if you have one. Independent means can include savings, pensions and investments. Please submit to your agent or to us copies of documentation which you feel supports your application. This could include:

- Savings statements
- Premium bonds certificates
- Investment statements
- Bank statements
- Accountant details Retired

RETIRED

We will require either your annual pension statement, P60 or bank statements showing your pension income being paid to you. Please submit a copy of your most recent pension statement with your application.

ADDITIONAL INCOME

If you have any additional income please make this clear when you apply.

Additional income could include:

- Tax credits – please provide a copy of this years tax credits statement to your agent or bank statements dated within the last 3 months showing payments.
- Savings – please provide 6 months bank statements
- Additional job – please provide details of who we may contact for a reference and provide copies of 3 months payslips

We will take all reasonable steps to confirm the identity of applicants and guarantors and to verify references. We will provide the landlord with a copy of all application and referencing paperwork and seek their approval to proceed with the tenancy.