

Letting a Property

O'Connor
Bowden

6 Simple Steps to a New Home

O'Connor Bowden successfully manages hundreds of quality homes throughout the Northwest.

We aim to make the process of choosing your new home simple...

Step 1: - Property Reserved & ON HOLD:

- Subject to you provisionally meeting our referencing criteria, we will require a holding deposit equivalent to one weeks rent in order to reserve a property for you pending referencing. The 'Holding Deposit T&Cs' form has to be completed, signed and returned to us.

Step 2: - Contact Details & Identification:

Forward the following documents for us to process your Application:

- Proof of ID (passport & driver's licence)
- Proof of Current Residency (recent utility bill or bank statement—Refer to AML Client Leaflet PMF0005)
- Proof of Income (payslips or bank statement)
- Key Contact Details (email address, mobile telephone number)

Step 3: - Referencing:

- Once we are happy with our Pre-reference Checks, we will arrange referencing by our tenant referencing agent, Let Alliance.
- We will send you a portal link and ask you complete your on-line application.
- We will complete your "Right to Rent" then arrange your referencing, which can be arrange within 24 hours, subject to you agreeing to Open Banking Referencing.

Step 4: - Arrange a Moving Date:

- Subject to approved references, we will agree a move-in and set a tenancy commencement date with you, subject to contract.

Step 5: - Pay Your First Months Rent & Deposit (where applicable):

- Once a date has been set, we will require you to pay your first month's Rent and your Custodial Tenancy Deposit or where you have opted for the NIL Deposit Scheme with Let Alliance, you will be required to activate your NIL Deposit Scheme certificate.
- Rents and Deposits must be paid at least 4 working days before a tenancy commencement.

Step 6: - Tenancy Documents:

- We will prepare and provide you with all tenancy documents in advance of your tenancy commencement.

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