

# How to rent — from *Spencer*.

The Estate Agent

Contact us to register your interest.

We contact the landlord of your chosen property to ensure they are happy for us to go ahead with the application.

Once we have consent, we will send the initial application forms, a How to Rent Guide, and invoice for the fees and request passports.

Once the fee has been received, the paperwork is back, any further viewings are cancelled the property will be marked as 'Let Agreed' on our website.

The links from Homelet are sent to you to complete the full application process.

Homelet will do credit checks and ID checks (they will require a landlord's reference if you are currently renting). They will also carry out an affordability check, which may involve contacting your employer to verify your earnings.

We carry out the 'Right to Rent' check which is a legal obligation.

The report is then sent to us with the outcome. If the report is acceptable, we will set your move in date, send you the tenancy agreement and invoice you for the deposit and first month's rent.

Once the tenancy agreement is signed and the funds are in our account, you can collect your keys from our office.

