Online Guidance Notes

Please read the application notes below and click the continue button to proceed to your application form.

PLEASE NOTE THAT FAILURE TO FILL OUT THE APPLICATION FORM IN FULL WILL LEAD TO DELAYS AND IN SOME CASES REJECTION.

- **Address History** - It is essential that you give details of where you have resided over the past three years. All addresses must be provided in full with postcodes.

- **Landlord/Letting Agent** - You must provide details together with a name and contact telephone number for all properties where you have resided over the past three years if applicable.

- **Bank/Building Society Details** - These must be given in full for the purposes of the Credit Enquiry which we undertake.

- **Employment Details** - This should be the employer which is applicable to the duration of the tenancy. All applicants need to provide us with the name of their employer, a contact name and at least a daytime contact telephone number and/or fax or e-mail address.

- **Company Director** – You will be required to supply us with a Payslip or P60 in addition to the above mentioned employment details.

- **Self Employed** - You must preferably provide us with details of your Accountant. We will accept your latest Tax Return as an alternative. However these must be submitted with the Application.

- **Retired** – You must provide us with details of your pension(s). We will accept a letter from your Pension Provider, P60 or Bank Statement in your sole name.

The e-mail address that you provide on your application form will be used to contact you with regard to your application. Please make sure you are able to check your account on a daily basis.

Please provide e-mail addresses wherever possible for all referees - this will considerably increase the speed at which we are able to process your application.

Please inform all your referees that they will be contacted by Keysafe and that our enquiry should be treated as urgent.

email: web@keysafetv.com
fax: 0871 894 6819
www.keysafetv.com

continued overleaf >
Please check the following categories and provide the documentation which is applicable to yourself. This can be done by one of three methods:

1. Fax to 0871 894 6819  
2. Email to web@keysafetv.com  
3. Take to your Letting Agent.

Please clearly state your name and the Rental property to which it relates. Your Application will not be processed until we receive the correct documentation.

Please note that we may contact you by e-mail to request these documents even though you have sent them already. Please accept our apologies in advance if this occurs.

UK Citizen
- Proof of address where you are currently residing dated within the last three months. This must be in the form of a Bank statement, Utility Bill or Council Tax Statement. A Driving Licence or Payslip cannot be accepted.
- A copy of your Passport.

European Union Citizen
- If applicable Proof of address where you are currently residing in the UK dated within the last three months. This must be in the form of a Bank statement, Utility Bill or Council Tax Statement.
- A copy of your Passport or official ID Card.
- Proof of address for the country of your origin

Citizens from Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia who have commenced their employment after May 2004 and prior to May 2011 must also provide evidence that they have registered under the Workers Registration Scheme or supply a copy of a Residence Permit.

Non European Union Citizen
- If applicable Proof of address where you are currently residing in the UK dated within the last three months. This must be in the form of a Bank statement, Utility Bill or Council Tax Statement.
- A copy of your Passport.
- A copy of your Visa/Work Permit.