

## REQUIRED DOCUMENTS

- Photo Identification (ideally passport or drivers licence) – the office will need a copy.
- Last 2 bank statements
- Work reference – Needs to be on company headed paper stating:  
Your full name  
Salary  
Position  
Length of service and a brief character reference  
Signed by an appropriate manager.
- Last 2 payslips + any other evidence of income
- Landlords reference (if currently in rental accommodation)
- Utility bills
- Other bills in your name from your current address.

### Notes:

The person you state as your personal reference should not be the same as your work reference but should be someone in a position of responsibility who knows you well e.g. Director or Manager.

You may be requested to produce additional documents if required. We will inform you if this is so prior to your tenancy.

Should you have any queries regarding the above then please do not hesitate to contact Ur-Place.com on 0161 366 9111, 120 Market Street, Hyde, Cheshire, SK14 1EX.