



# Next Steps...

**444 Rentals Ltd**  
129 Church Road  
Manor Park  
London, E12 6AF

**T:** 020 8553 2323  
**E:** email@triple4group.com

[www.triple4group.com](http://www.triple4group.com)

# Next Steps...

## Step 1

In order to take your application to rent a property further, it is our company policy to request that all tenants place offers in writing subject to contract and references, before they are forwarded onto our landlords for consideration. This ensures that there is complete transparency between all parties involved. Therefore, please email us at [email@triple4group.com](mailto:email@triple4group.com) confirming the property you have had a look at (*please state the address of the property*) and that you would like to place an offer on this property. We will also require you to confirm what your offer is.

## Step 2

Once you have made your offer in writing, you will be required to pay a holding deposit to reserve the property. This amount will be capped at no more than one week's rent. This fee will be deducted from the total amount if your application is successful. However, the holding deposit can be retained if you provide false or misleading information, fail a right to rent check, you choose to withdraw from a property or you fail to take all reasonable steps to enter into a tenancy agreement and the landlord or agent takes all reasonable steps to do so. Our account details are as follows:

**Account Name: 444 Rentals Ltd**

**Account Number: 53663809**

**Sort Code: 40-09-07**

**Payment Reference: (Please quote the property address)**

## Step 3

The following is a list of documents required as identification for ALL prospective tenants and must be emailed to us at [email@triple4group.com](mailto:email@triple4group.com). *Originals must be brought to the office before the proposed tenancy start date:*

- 1) Passport or Full Driving Licence
- 2) Three Recent Bank Statements
- 3) Two Recent Utility Bills
- 4) Landlords Reference

In addition to the above, please provide:

### Working Professionals

- 5) Payslips
- 6) Employers Reference

### Unemployed Tenants

- 5) Proof of Housing Benefits
- 6) Proof of Tax Credits
- 7) Proof of Child Benefits
- 8) Proof of Disability Allowance

### Guarantor

- 9) Passport or Full Driving Licence
- 10) Three Recent Bank Statements

## Step 4

Download and complete the necessary referencing form/s, which are available online from the 'Our Services' page of our website and email them to us at [email@triple4group.com](mailto:email@triple4group.com).

