



You've found the perfect property and received an offer letter

What's next?

There are some things you can prepare for the referencing process with Goodlord, to get you signing your tenancy agreement and moving into your new home faster



Proof of identity (ID): to prove you are who you say you are and, if you're renting in England, that you have the right to rent.

- In England, your agent or landlord is legally required to view and photocopy a valid form of ID, such as a British passport or national identity card or a letter of attestation and drivers license with a birth certificate.
- If you are a non-British citizen, you may be able to [provide a share code](#) to prove your immigration status, for your landlord to undergo the check online.
- We can review expired passports - as long as the corners haven't been clipped.

You can find more information about this check and how to get a share code on the [government's website](#). The right to rent check is not applicable in Wales, Scotland, or Northern Ireland, but Goodlord will still need to see proof of identity for all tenants.



Proof of income or employment: to prove your funds can cover the rent.

You'll need to earn 2.5 x your annual rent to pass referencing or you may be asked to provide a guarantor. There are different ways we can check this.

Speed up referencing with open banking:

- If you're been a PAYE employee for over 3 months, you'll see the chance to connect via open banking in your Goodlord platform.
- You won't have to provide proof of income documents - the provider can instead see a snapshot of your income as quickly and securely as possible.

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If you're employed:

- You'll need to provide 3 months' worth of your most recent payslips or written confirmation of your employment from your employer. If you're paid weekly or fortnightly we require 2 payslips from each month.
- If you're employed between 1-3 months, we'll need a signed contract of employment along with any payslips received during your employment.
- If you're employed less than 1 month, we'd need your signed contract of employment
- For future employment, we can take a signed job offer letter or a signed contract of employment.

If you're self-employed:

- We can review your latest, fully submitted, tax return -SA100, SA302 and SA800 (See our guide on what documents we accept).
- Alternatively, you can provide an accountant referee, as long as they have a professional email address.
- Self-employed sub-contractors will need to provide 3 months worth of your most recent invoices/payslips along with a contract of employment.

If you have independent funds:

- They need to be instant access, liquid, guaranteed, and in your personal account.
- We would require a statement dated within the last 30 days showing a closing balance and your name.
- They can't fluctuate based on the market or be dependent on a third party paying them to you.
- Examples include:
 - Savings accounts (including international savings)
 - Premium Bonds and Income Bonds held with National Savings & Investments
 - Investment Portfolios (we can only take the cash element)
 - Funds from a house sale that is in your bank account

If you're a student:

- If you have income from student funding, you'll need to share a headed and signed document from a legitimate funding source including:
 - Start and end date of funding
 - The breakdown of the funding
- We don't take student maintenance/loans into consideration.

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If you receive a pension:

- The quickest way to verify pensions would be via [open banking](#).
- Alternatively, you can upload one of the following documents:
 - 3 months' of most recent bank statements showing income from pensions
 - A pension P60
 - An annual pension statement
 - 3 months' worth of pension payslips
 - A letter from your pension provider confirming your annual pension payments

If you receive benefits:

- The quickest way to verify benefits would be via [open banking](#)
- Alternatively, you can upload the most recent 3 months' of most recent bank statements so that we can clearly see the incoming benefits payment.
- We can also review benefits letters from the current year.

If you have income from overseas:

- We can assess overseas income as long as you [continue to receive it](#) while in the UK.
- We'll need a reference from your employer to confirm that you will continue being employed whilst residing in the UK.

If you're a foster carer:

- We can review:
 - Tax returns along with a submission receipt confirming foster payments.
 - A letter from a local authority/fostering agency.
 - Documentation showing the amount you receive and the split between money intended for the maintenance of the children and money intended as a reward element for the carer.

If you'll pay via third-party:

- Your [third-party financier](#) - insurance company, employer, or governing body - will need to share on company-headed paper stating the amount they will be paying, when, how, and for how long. The letter must be signed.

If you're unemployed, we won't need any extra income information. You can inform your employer or accountant in advance that they'll be contacted to get their references back quickly.

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Providing a referee: Another way for us to confirm your income

If you cannot connect to open banking, another way for us to confirm your income is by contacting a referee from your employers. They must be in a position higher than you and have a professional email address - no gmail or hotmail accounts!



Previous landlord's reference: to comment on your previous tenancy.

Let them know in advance that they'll be contacted, to get a faster response.



Permission for a credit check: to do a 'soft check' of your credit history.

You'll simply need to give your written permission for Goodlord to get an overview of your credit history, using publicly available data. You'll need to declare any adverse credit, such as CCJ's, IVA's and Bankruptcies - whether satisfied or not - within the last six years. This is a soft check so don't worry - your credit score won't be affected. You can even run your own check in advance, to make sure there'll be no issues.



Guarantor: someone who agrees to pay the rent or any damages if you can't.

Your guarantor will have to go through a similar referencing process and credit check, as they can't have any adverse credit. You should bear someone in mind for this role, and let them know as soon as possible if they're needed. They'll need a salary of 3 x the rent to pass referencing and should be living in the UK.



Payments: to secure the property and pay the security deposit.

Paying a holding deposit secures the property and you can choose for it to go towards your security deposit (maximum of 5 weeks rent, or 6 weeks', if your annual rent is more than £50,000), which will be held in a secure deposit protection scheme by your agent or landlord. You may also need to pay at least a month's rent in advance, so you'll always be paying rent for the month ahead.

Once you've collected your documents, organised your finances, and spoken with referees, you'll be set for the Goodlord referencing process



Reference requested



Reference submitted



Checks in progress



Reference approved



Contract signed