



INSTRUCTIONS FOR YOUR TENANCY DOCUMENTS

For you:

- | | |
|-----------------------------------|--|
| 1. Your ID | <p>Please send two forms of ID
 1 must be your student ID badge
 1 must be something with an address on (eg. Driving licence)</p> |
| 2. Contract | <p>Initial each page sign the back page with your Guarantor then post/email one copy back to us.</p> |
| 3. Tripartite Agreement | <p>Sign this contract where indicated with your Guarantor.</p> |
| 4. Rent Breakdown | <p>Sign one copy and post/email this back to us.</p> |
| 5. Direct Debit form | <p>Fill in the document and post/email this back to us.</p> |
| 6. How To Rent | <p>Keep this to read this is your copy</p> |
| 7. My deposits information | <p>Keep this it is for your information to read.</p> |
| 8. KHL7A | <p>Read, tick the boxes and send this back to us.</p> |

Tenant Checklist to be returned		DONE
ID x2	Send to either info@keyhomelimited.co.uk OR 07772909825	
Contract	Initial all pages and return SIGN on back.	
Tripartite	Completed by BOTH you and Guarantor and SIGNED	
Rent Breakdown	SIGN in 2 places	
Direct Debit	Complete, SIGN and return	
KHL7A	SIGN and return	



For Your guarantor:

- | | |
|--------------------------------|---|
| 1. Your ID | <p>Please send two forms of ID
1 must be photographic & 1 proof of address (ie utility bill)</p> |
| 2. Contract | Sign the last page then send this back to us. |
| 3. Tripartite Agreement | Sign this agreements where indicated then send this back to us. |
| 4. Rent Breakdown | To be retained for your information |
| 5. Credit check form | Fill this in where appropriate and send this back to us. |

Guarantor Checklist to be returned.		DONE
ID x2	Send to either info@keyhomelimited.co.uk OR 07772909825	
Contract	Initial all pages and return SIGN on back.	
Tripartite	Completed by BOTH you and tenant and SIGNED	
Credit Check form	Complete, Sign and return	