HOW TO APPLY

Premier Property Management Ltd • 2026

BOOK A VIEWING

WHATSAPP
07967 388350

EMAIL
info@premier-let.co.uk

You can also contact us by Facebook Messenger with viewing requests or questions. Messages and emails are regularly checked, including evenings and weekends.

WHAT YOU WILL NEED

To rent a property, we normally require:

- One month's rent
- A bond equal to one month's rent
- An additional £100 pet bond where a pet has been agreed

To process your application, please provide:

- Completed application form
- Photographic ID - passport or photo driving licence, sent as a PDF document
- 3 months' bank statements - PDF documents
- Landlord reference
- Employment reference
- Recent payslips - PDF documents
- 3 months' proof of benefits, if applicable - PDF documents
- Guarantor information if required

SEND YOUR PDF DOCUMENTS BY WHATSAPP

Send documents to 07967 388350.
Please use the Document option in WhatsApp rather than sending documents as photographs.

HOW TO SEND A PDF ON WHATSAPP

1. Open WhatsApp and your conversation with 07967 388350.
2. Tap the + or paperclip/attachment button.
3. Select Document, then choose the PDF from your phone or files.
4. Tap Send and repeat for any additional documents.

BANK PAYMENT DETAILS

Premier Property Management • Bank of Scotland
Sort Code: 12-20-29 Account: 10096260
Reference: use the PROPERTY ADDRESS for the payment reference.

If your circumstances are different: If you cannot provide any of the documents above, or your circumstances are not straightforward, please let us know. We consider applications individually.

Tenant & Guarantor Fees: No application fee is charged. We do not charge additional administration fees for renewals, routine inspections or when leaving.

HELP WITH SUPPORTING DOCUMENTS

Universal Credit • Right to Rent • Extra Help

UNIVERSAL CREDIT STATEMENT - SAVE AS A PDF

Please provide the last 3 months of Universal Credit statements where applicable.

1. Sign in to your Universal Credit online account.
2. Open the Payments section.
3. Select the payment statement you need and open the full statement.
4. Choose Print from your browser or phone menu.
5. Select Save as PDF or Save to Files.
6. Save the PDF to your phone, tablet or computer.
7. Send it to 07967 388350 on WhatsApp using the Document option.

Repeat this for each of the last 3 monthly statements.

RIGHT TO RENT CHECKS

Before a tenancy starts, we must complete a Right to Rent check for every adult aged 18 or over who will be living at the property as their only or main home.

BRITISH OR IRISH CITIZENS

Please provide an accepted Right to Rent document, such as a British or Irish passport.
We will confirm if anything further is needed.

IF YOU NEED TO PROVIDE A SHARE CODE

If you are not a British or Irish citizen, you may be able to prove your Right to Rent using a Home Office share code.

1. Go to GOV.UK and search for 'prove your right to rent'.
2. Choose the option to get a share code.
3. Select Right to Rent as the reason for the code.
4. Send us the share code, your date of birth and your full name as shown on your immigration record.
5. Send these details by WhatsApp to 07967 388350.

Important: A Right to Rent share code normally begins with the letter R. If you cannot generate a share code, please contact us so we can advise what information is needed.

NEED HELP? PLEASE DON'T WORRY

If you need help supplying, downloading or converting any of the required documents into PDF format, please contact us.
A home visit can be arranged to help you with the documents and the application process.
Please do not worry if you are unsure how to do this - we are happy to help.