You've found the perfect place to be your new home

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.

Trusted Sources (Open Banking, HMRC & Payroll)

To help complete your reference as quickly and accurately as possible, we use trusted income verification sources such as Open Banking, HMRC and Payroll integrations where available.

If you're eligible, this method of verifying your income means you won't usually need to provide proof of income documents. Instead, you'll securely connect your account, allowing us to receive the information needed to progress your reference faster and with fewer manual checks.

If you're employed:

Where eligible, we'll verify your income using trusted sources such as Open Banking, HMRC and Payroll integrations. This allows us to securely confirm your income without the need for proof of income documents.

If income cannot be verified through these trusted sources, we will ask you to provide additional supporting documents.

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:

- Where eligible, we'll verify your funds through Open Banking, allowing us to securely confirm the balance available to support your tenancy.
- If your funds cannot be verified through Open Banking, we'll require evidence that the funds are held in your personal account and are instant access, liquid and guaranteed. This should be a statement dated within the last 30 days showing your name and closing balance.
- Examples include:
  - Savings accounts (including international savings accounts)
  - Premium Bonds and Income Bonds held with National Savings and Investments
  - Investment portfolios (we will include 50% of the portfolio value)
  - Funds from a house sale that have been deposited into your bank account

If you receive a pension:

Where eligible, we'll verify your pension income through Open Banking, allowing us to securely confirm your pension payments without the need for additional documents.

If your pension income cannot be verified through Open Banking, we will ask you to provide additional supporting documents.

If you receive benefits:

Where eligible, we'll verify your benefit income through Open Banking, allowing us to securely confirm your payments without the need for additional documents.

If your benefits income cannot be verified through Open Banking, we will ask you to provide additional supporting documents.

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 financer - 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 accountant in advance that they'll be contacted to get their references back quickly.

Providing a referee
Where you are not eligible for income verification through one of our Trusted Sources, 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 3x 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