



Unit 5a, Liosban Business Park, Tuam Road, Galway

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Telephone: 091-771898

E-mail: [letting@winterspm.com](mailto:letting@winterspm.com)

PSRA Licence No: 001876

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### **REQUIREMENTS FOR TENANCY**

1. Two forms of written reference are required for each person intending on moving in to the property. These should comprise of one written work reference & one written landlord reference per adult, should you be missing either of these references, it can be substituted by a character reference. *Verbal references are not accepted.*
2. One form of photo identification is required for each person – Passport, Driving Licence or Student Identification.
3. The above must be forwarded to our offices by hand in to our office or by e-mail to [letting@winterspm.com](mailto:letting@winterspm.com) and please make sure to state the property address.
4. Your application is **not** a contract and is **not** a guarantee of acceptance. There is no guarantee on you reserving the property until such time as the Landlord has given approval. Once the Landlord has approved the proposed tenancy, you will then be contacted.
5. If your application is successful and has been accepted by the Landlord, you will be required to pay the agreed security deposit without delay. We will require PPS numbers for all tenants and one set of Bank details for payment of rent.
6. When the above has been carried out, we will then organise an appointment for the Lease Signing and issue of keys.
7. All tenants must attend the Lease Signing in the property. A Lease Signing takes approximately one hour.
8. The first months rent is payable at the Lease Signing by Draft/Cash or can be paid in advance. All future rents will then be paid by standing Order direct into our Client Account.

**Should you have any queries do not hesitate to contact our Letting Office on 091-771898 for assistance.**