

## Referencing Guide

Van Mildert are our appointed referencing agent for tenancy applicants and guarantors.

They will:

- Check your Credit History
- Conduct an affordability assessment including verifying your income through your employer or where appropriate your accountant.
- Confirm your current or previous rental history through your landlord or managing agent (tenancy applicants only).

You will be asked to complete their online application form which will require you to provide details of your address history and employment.

If you are unable to complete this online please contact Van Mildert Customer Services on 0191 256 0920.

Van Mildert may ask you to provide additional supporting documentation which can be sent to [referencing@vanmildert.net](mailto:referencing@vanmildert.net)

As part of the referencing process we have to confirm your identity and validate your right to rent a property in the UK.

Please provide the following documents:

### To confirm your name:

Current Passport or Current UK Photo Driving Licence and Residence Permit (if non UK/European National)

### To confirm your address:

Current UK Photo Driving Licence with your current address  
(This cannot be used if used to confirm your name).  
Utility/Council Tax/Mobile Phone bill (no older than 3 months)  
Bank Statement (no older than 3 months)  
Current Tenancy Agreement



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