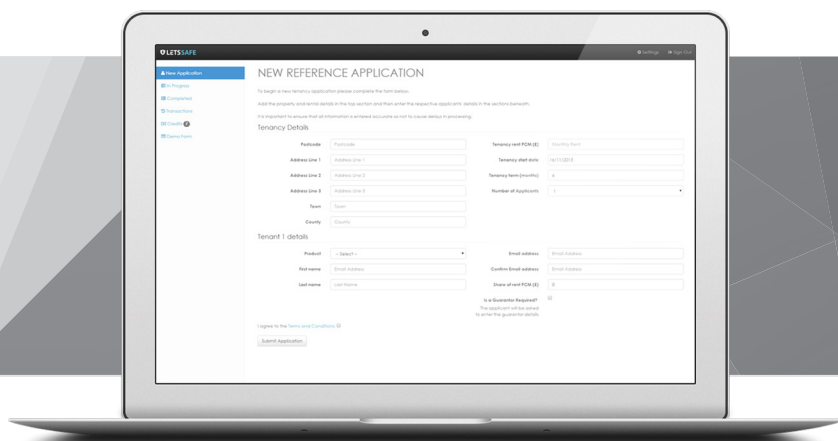




# TENANT SCREENING PROCESS

## QUICK GUIDE



In order to submit a tenant reference make sure you follow these steps

### ONE | TENANCY DETAILS (BY AGENT)

Begin a new reference application (login to the Client Area) and enter the tenancy details

### TWO | APPLICANT DETAILS (BY AGENT)

Enter the email address and name of your prospective tenants

### THREE | APPLICANT STEPS

Wait for the applicant to complete their details (they will get an email linking them to our website)

### FOUR | ADD GUARANTORS

Add the guarantor details if you selected the guarantor required check-box.

### FIVE | RELAX

Relax while we do the background checks and chase the applicant's references

### SIX | INTERIM REPORTS

To view the status of the reference simply login and navigate to the in-progress references.

### SEVEN | GRADING

We will grade the report based on all the information captured

### EIGHT | FINAL REPORT

You will receive an email when the reference completes. To view the final suitability report, login at [www.letssafe.com](http://www.letssafe.com)

