

Help Guide - "How to apply for an MRA property"

Return Tenant Application Form within five working days of paying administration fee

Fully complete and return the application form and supplementary paperwork (see below) to MRA at the address below. An application form must be completed by each person over 18 who will be residing at the property.

Administration fee

We require one (non-refundable) holding/ admin fee of £150 for the first applicant and £50 per additional applicant, to be enclosed with the forms unless you have already paid this to our representative. Cash or Credit/ Debit Cards are accepted. If you fail to meet our referencing criteria or decide not to proceed at any point the fee will not be returned. **If you have any CCJs or bad credit your application will fail.**

Aged 18 to 25 and/or Benefit Claimants – Return Application Form and Guarantor Application Form

Any working applicant over 18 (no under 18's considered) but under 35 years of age will require a guarantor. All Local Housing Allowance applicants will require a guarantor. The Guarantor must be a homeowner and have an annual income in excess of 50 times the monthly rent of the property subject to a minimum of £20,000 per annum. The Guarantor form must accompany the tenant application form and supplementary paperwork must also be provided. The Guarantor will need to provide the same details as a working applicant (see below) and also evidence of home ownership and savings if required. **The Guarantor must understand that he/she will be responsible for the payment of rent in the event of the applicant(s) not doing so for the entire term of the tenancy.**

Working applicants/ Guarantors must each provide in addition to application form:

- Proof of income - Copies of last 3 pay slips and evidence of additional income required to meet the affordability criteria.
- Proof of bank account in your name which accepts standing order mandates. Provide copies of last 3 months statements. **Post Office accounts are not accepted.**
- Proof of identification – 2 utility bills and **copy** of Driving Licence and/or Passport

Local Housing Allowance applicants must provide:

- Guarantor application form and supplementary paperwork (see above)
- Proof of all people involved in the claim for Local Housing Allowance
- Proof of bank account in your name which handles standing order mandates. Provide copies of last 3 statements. If you do not have a bank account then you will be required to open one before submitting your application. **Post Office accounts are not accepted.**
- Proof of identification – 2 utility bills and a **copy** of Driving Licence and/or Passport.

Benefit applicants must be prepared to pay all rent when due until housing benefit payments have been established.

Failure to provide all of the required documentation will delay the application process and could result in you losing the property and admin fee.

Moving In

Once your application has been received by our administration office it takes approximately five working days to process. If successful, we will then contact you to arrange a mutually convenient date for you to move in. This is the appropriate time to mention any items of furniture you do not wish to have in the property. A charge will be made for removals *after* you have moved in. On the day you move in, an MRA representative will meet you at the property to process the paperwork and hand over the keys. You will be required to pay the equivalent of two months rent (one months rent in advance and the same amount as bond).

Payment must be by cash or bankers draft on the day or debit/credit prior to move in.

If you have any queries regarding an application please contact **Kevin Moor** on **4895701**

1 Victoria Road East Hebburn Tyne & Wear NE31 1XG

Tel: 0191 489 5701 Fax: 0191 489 5705

E-mail: moor@mrainvestments.co.uk

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