

Agent Guidelines

Thank you for choosing to use LetsBid4Lets.com to market your property



Before a tenant bids, they must view the property they are interested in to establish that the property suits their needs and budget.



When you attend the viewing with the prospective tenant(s) you **MUST** take from them copies of our certificate which consents that they and their joint tenants and have passed referencing. It outlines any special conditions surrounding the referencing which you the Agent must consider.



You can refuse to approve a tenant to bid for a tenancy but must do so immediately after the applicant has viewed the property. For example, if they have not complied with the requirements under this scheme; such as bringing all appropriate ID documentation to the viewing.



You **MUST** also view two original (and take photocopies of the originals, date, stamp & sign which they must supply) forms of ID one of which must be photographic. A passport is preferable. Their ID **MUST** mirror exactly the information on the certificate. If they are a foreign national, they **MUST** have an in date passport and original copies of accompanying Visas/Home Office documentation (and photocopies thereof) which gives them the right to live and work in the UK. Please see the attached document which advises if documentation is required. The Tenants nationality will be disclosed on the certificate.



You **MUST** view an original (and take a copy, date, stamp & sign which they must supply) official letter, addressed to them, as proof of residency from their current address dated within the last 3—6 months (if they have not lived at their current address for 3 months or more, they must bring a letter dated within the last 3 months.)



Please retain copies of their original documents for your record and comply with current legislation.



Please note that if they fail to bring these documents with them when they attend the viewing this will result in them not being able to proceed with that viewing and could result in them not being able to bid for that property.



Please also note that if they are the highest bidder and they secure the tenancy, they will be expected to bring all of the above documents again before they will be given the keys to the property.



You must comply with any or all of the conditions laid out on the referencing certificate(s) and those within the terms & conditions.



You will control the process for securing the Deposit and Tenancy Agreement in your normal way at the earliest point after the winning bid is placed—it is recommended within 24 hours.