We want to make renting with US a good experience - simple, stress-free, enjoyable... maybe even fun! Here’s a step-by-step guide to our process.

1  Decide where you want to live(!), then check out our website for what we’ve got available in that area. You could also drop by one of our rentals offices to pick up a current availability list.

2  Email or call our rentals team ([live@urbansplash.co.uk](mailto:live@urbansplash.co.uk) or see office telephone numbers on the left) to ask any immediate questions that spring to mind, and make an appointment to view the homes you’re interested in.

3  When you’ve chosen your new home, fill out our simple application form. We’ll get this checked by an external referencing agency. You’ll need to include details like:
   - National Insurance number (or overseas equivalent) and previous address(es), usually for the last six years
   - Two forms of original ID which we’ll photocopy:
     - Photographic with signature e.g. passport or driving licence
     - Utility bill from the last 3 months, from your current address. Otherwise an original bank statement from the last 3 months is fine (sorry, no photocopies or mobile phone bills allowed).
   - Non-refundable application fee - we pay this administration charge to an external company for tenant referencing:
     - £190 plus VAT for single application
     - £65 plus VAT for additional applications
     - Please note if you require a guarantor an administration charge of £65 plus VAT is payable

4  We’ll contact you to arrange a move-in date when the referencing reports are approved, which is usually within 5-7 working days

5  You’ll need to pay your deposit and first month’s rent next (your deposit is one month rent plus £100). Once these payments have cleared, we can give you your keys! We recommend you pay by debit card; credit card payments are subject to a 3% bank charge, and we don’t accept cash.

6  MOVE IN! You’ll need to complete your paperwork on your move in day (on top of all that packing and unpacking!). This will include the Schedule of Condition on the apartment, plus a direct debit form for your monthly rent. We collect this on the 1st of each month. Please make sure you have your bank details to hand, including your branch address, and note that if you move in after the 14th of a month then we’ll need you to pay the remainder of that month separately by debit card, plus the next month’s rent by post-dated cheque as there won’t be enough time to set up a direct debit for the 1st of the following month.

7  Enjoy your new Urban Splash home!