

**Evidence List (Rental Guarantor Scheme)**

In order for the University to act as your guarantor, there are specific pieces of evidence needed. Please ensure you read the information carefully to avoid delays with your application, as all evidence must be uploaded within 24 hours of you submitting your application form.

**Mandatory Evidence needed to assess your application.**

**New Tenancy Agreement:** You will need to provide a copy of the tenancy agreement for the property you are due to move into. The tenancy must be unsigned with no joint or several liability (This means you are the only person named on the agreement, even if you are going to be living with other people, and it is only your portion of the rent listed)

**Most recent 3 months’ worth of bank statements:** We require you to provide us with your most recent, full 3 months’ worth of bank statements for all accounts in your name. The statements must be in PDF format and display all debit and credit transactions, as well as account details and running balances. We are unable to accept any screenshots (such as banking apps) or statements in excel format.

**Award letter/notification of entitlement:** We need your award letter from your award authority confirming your entitlement. For SAAS (Student Awards Agency Scotland) funded students we require your full award letter and your SLC (Student Loans Company) payment schedule letter for the current academic year. For SFE (Student Finance England), SFW (Student Finance Wales) or SFNI (Student Finance Northern Ireland) funded students, we require your full entitlement letter for the current academic year. If you are in receipt of a Scholarship, we must see the letter confirming this.

**Sponsorship Letter:** If you are being sponsored by an organisation or agency, we require a copy of your sponsorship letter detailing the amount of financial support you will receive.

**Reference:** We also require a reference from your current, or previous, landlord (including halls of residence) if applicable. Please contact Accommodation Services for this if you have been living in University accommodation.

***We may ask for additional evidence during our assessment of your application, if we feel it is necessary.***

**Helpful Links**

* [Example of PDF bank statements](http://stir.ac.uk/82z)
* [How to download PDF bank statements](http://stir.ac.uk/81z)