How to upload your documents directly through Cloud Rooms Portal?

Dear Valued Tenant,

We are committed to ensuring a smooth and efficient tenancy process for all parties involved. To facilitate this, please be advised that the following documents are **mandatory** for completing your tenancy application:

Mandatory Documents List:

1. Two Forms of ID
2. Proof of Employment or University Acceptance Letter
3. Three Months of Recent Bank Statements
4. Guarantor's Documents:
    - Guarantor's ID
    - Guarantor's Three Months of Bank Statements
    - Guarantor's Latest Pay Slip
5. Landlord Reference
6. Right to Rent Check
7. Tenant's Latest Pay Slip

Important: If you are missing any of these required documents, please contact your lettings agent immediately to discuss the situation and next steps.
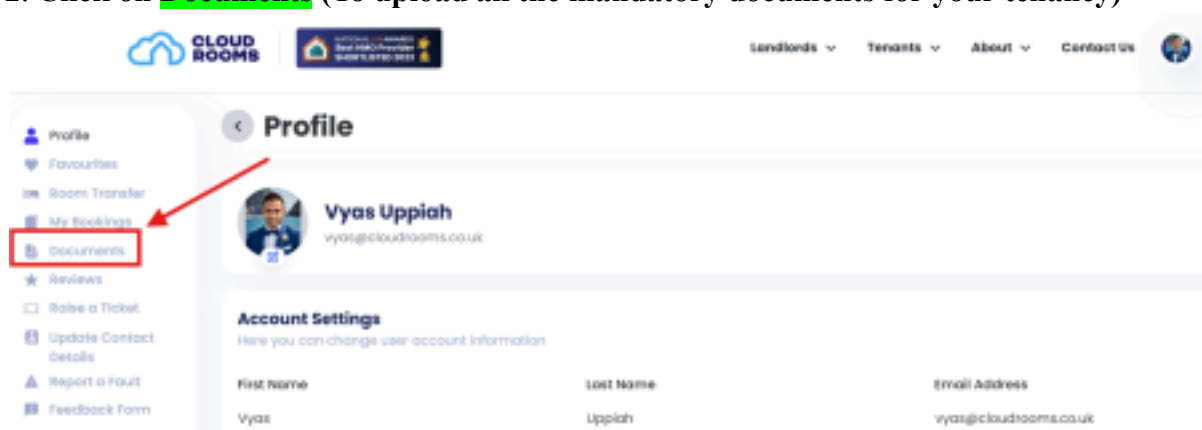
Please follow the steps below to upload your required documents directly through the Cloud Rooms Portal:

1. **Sign In** your Cloudrooms profile via the link below or if you have not yet registered please Sign Up first and then Sign In:
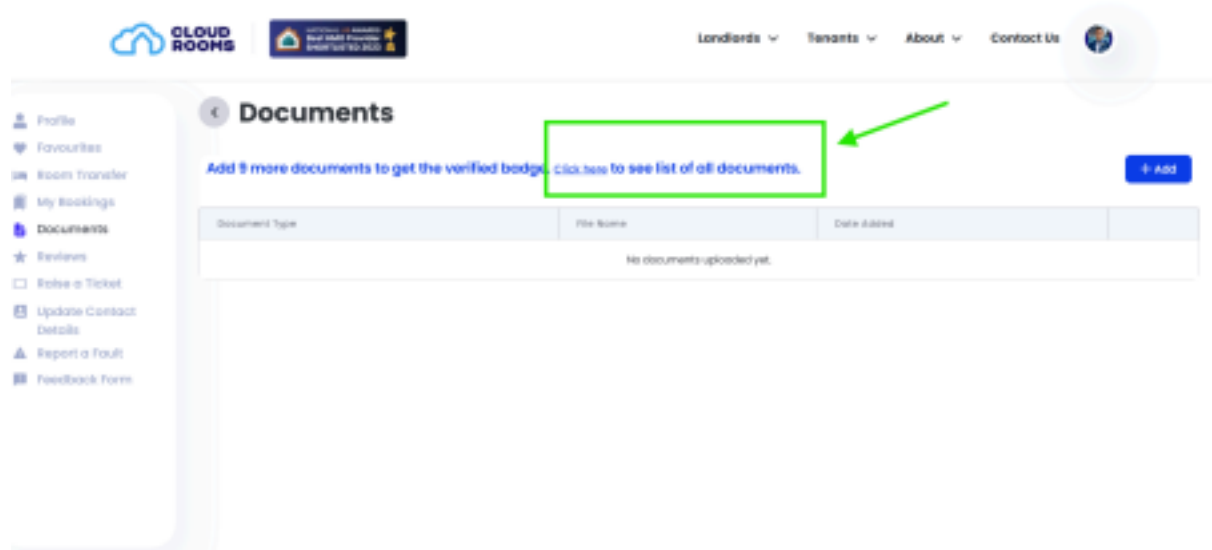   https://app.cloudrooms.co.uk/user/profile

2. **Click on** ==**Documents**== **(To upload all the mandatory documents for your tenancy)**
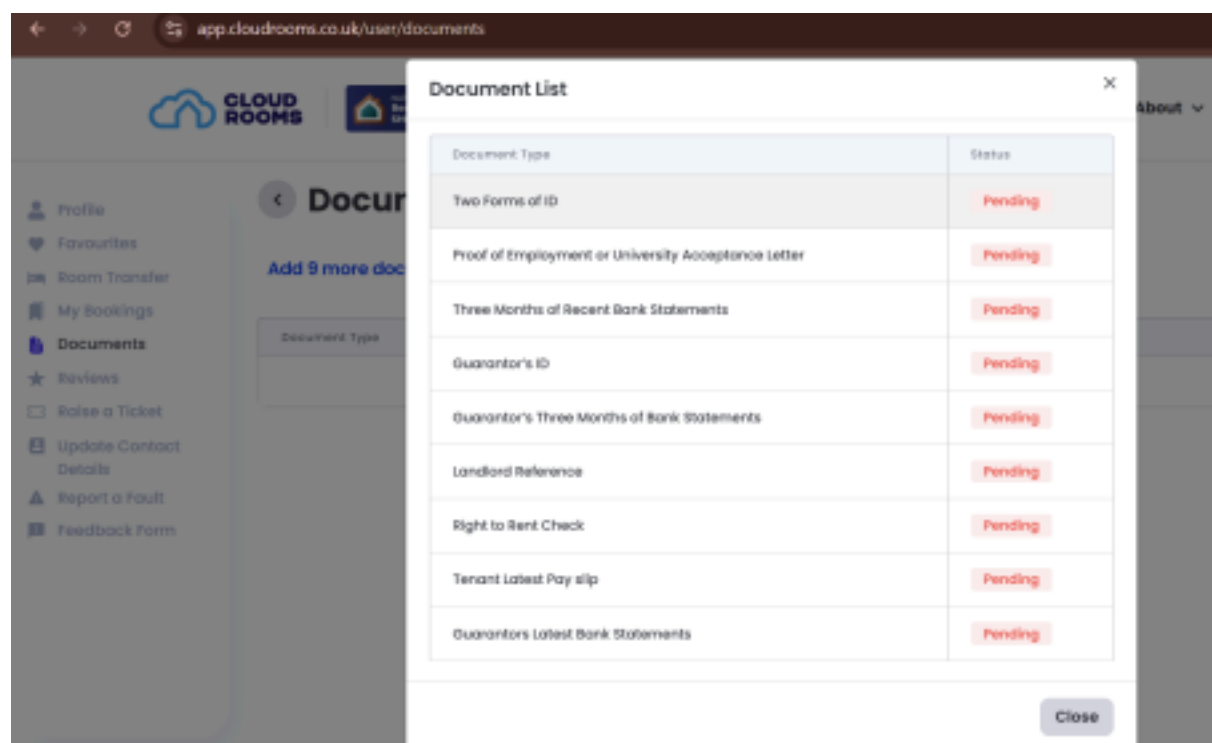

3. **Click on** ==**Click Here**== **(To see the list of all mandatory documents for your tenancy)**

2

4. **The list of all mandatory documents for your tenancy.**

5. Click on ==ADD== **(to upload the documents)**

3

6. Click on <mark>Select document</mark> to upload the respective document. Add a note in the provided NOTE box where necessary.

7. Once you have selected your document; click to upload your files and then click on save. Do the same procedure for all the mandatory documents.

4

8. Once uploaded and saved, your documents will appear as below. You will also be prompted to add the remaining documents like below Add 8 more documents to get the verified badge. You can also edit or delete the documents if you have wrongly uploaded them and add the correct one.

Account Setup Notifications

If you have been directly added to the system, you will automatically receive an account setup invitation email from Cloud Rooms to complete your registration.
 Please check your inbox (and spam/junk folder) for this invitation.
 A notification reminder will also be sent to you if your account setup remains incomplete after a certain period, ensuring you don't miss any important updates regarding your tenancy.

Important: If you are missing any of these required documents, please contact your lettings agent immediately to discuss the situation and next steps.

If you encounter any issues during the process or need assistance, please do not hesitate to contact your lettings agent.

Thank you for your cooperation.

Best regards,

Cloudrooms