

RENTAL PROCESS: FROM VIEWING TO MOVING IN

Note: Copies of all supporting documentation for this process can be found at <https://appletreeproperty.com/tenant-info.html> - or scan the QR code:



Along with this document, you should read through the sample tenancy agreement (available on the website), which will be the same as the agreement you'll sign on step 4.

1. To get started, each tenant should send us their email address. We'll forward them a copy of our Tenant Application Form - complete these and email them back us.
2. Pay a £50 retainer per person to keep the house for you whilst we get all the necessary legal paperwork done. Once the retainer is received, no-one else will be able to apply to rent your house, providing that all the subsequent steps are completed within 15 days of the retainer being paid. Note that the retainer is non-refundable except if we (the landlords) decide not to go ahead with the tenancy.
3. You will need to make payment by BACS (bank details below, also the website). Once we receive the money we'll send you a receipt.
4. We'll email you a copy of the Assured Shorthold Tenancy agreement (AST). This is a digital document and will need to be signed by each housemate.
5. We will get in touch with your proposed guarantor direct and ask them to agree to be your guarantor and for their permission to perform a credit check on them. We'll also send them a Guarantor's Agreement to sign and return.
6. You will need to send scans or photos of the documents listed in the section below about *Right to Rent Checks*. Normally Government regulations say that we would need to see these documents in person, however there is currently a special COVID dispensation that allows documents to be emailed and then to be checked via a video call. During the 15-day period that the paperwork is in process we will need to arrange a time for a short video call with you so that we can complete these checks.
7. When we have:
 - a. Completed the Right to Rent checks
 - b. Received the signed AST
 - c. Received the signed Guarantor's Agreements (x4)
 - d. Have a satisfactory credit check for the guarantors (x4)

we'll contact you to request next deposit payment (£100 each). Once these funds are in our account, we'll sign the tenancy agreement ourselves and you will be able to download a copy for your reference.

8. The house is now secured and you do not need to do anything more until it is time to move in.

BEFORE YOU GET THE KEYS, YOU'LL NEED TO:

1. Pay any remaining deposit due & the first month's rent
2. Provide us with a copy of your Council Tax exemption certificate (issued by the University and available online).

MORE ABOUT GUARANTORS

You need to choose a guarantor who will undertake to pay the rent for your room if for any reason you do not do so. We use an online service to credit check your guarantor, so they'll need access to a computer and an internet connection. To make it

more likely your guarantor passes the credit check, try to choose a UK home owner with no adverse credit history or County Court Judgements (CCJs).

Your proposed guarantor will receive a Guarantor's Agreement to sign, along with a copy of the tenancy agreement, so they know what they are agreeing to guarantee.

OUR LEGAL OBLIGATIONS

RIGHT TO RENT CHECKS

Landlords must determine a new tenant's immigration status before the start of a tenancy. You will need to provide one of the following proofs of identification:

- Passport - or
- Driving Licence **and** Birth Certificate - or
- For non-British or Irish nationals, a vignette or Biometric Residence Permit (BRP) using the service at <https://www.gov.uk/prove-right-to-rent>

If you do not have these documents, please get in touch as other less-common documents are also acceptable.

In order to minimise any uncertainty, we aim to carry out right-to-rent checks before anyone signs the tenancy agreement.

EPC, GAS SAFETY & THE "HOW TO RENT" GUIDE

Once you've completed the Tenant Application Form, we'll email copies of these documents. They are also available to view on our website.

DEPOSIT PAYMENTS & PROTECTION

The deposit value is £300 per tenant. This is split up into three payments:

1. A £50 holding fee, which becomes the first £50 of your tenancy deposit once the tenancy agreement has been signed
2. £100, due before the tenancy agreement is signed
3. £150, due before moving in

Deposits are held in trust by the Deposit Protection Service, in accordance with current housing law. You can find out more about deposit protection at <https://www.gov.uk/tenancy-deposit-protection>

BANK ACCOUNT DETAILS

Please use the account details that correspond to the property you are applying for.

House	20 Windsor Avenue & 32 Arrowsmith Avenue	9 Graham Road & 9 Comer Road
Sort Code:	55-81-36	55-81-36
Account Number:	78045258	90123557
BIC:	NWBKGB2L (or NWBKGB2LXXX)	NWBKGB2L (or NWBKGB2LXXX)
IBAN:	GB49 NWBK 5581 3678 0452 58	GB73 NWBK 5581 3690 1235 57
Account name:	Miss H L Brazier	Miss H L Brazier
Payment reference:	Your surname and the house name	Your surname and the house name