

RENTAL PROCESS: FROM VIEWING TO MOVING IN

Along with this document, you should read through the sample tenancy agreement - available via the QR code or at <https://appletreeproperty.com/tenant-info.html> - which will be the same as the agreement you'll sign in step 4.



Step 0 – Contact us

The first thing to do is **call us and check the house is still available**. If it is, we'll take your names - so we know what forms and retainers to expect - and you can start on steps **1, 2 and 3**.

Step 1 – Tenant application form

Scan the QR code and complete the **Tenant application form** - we'll need one of these from every member of your group.

QR code not working? Go to <https://appletreeproperty.com/tenant-info.html>

Step 2 - Retainer

You'll need to pay a **£50 retainer** per person to keep the house for you whilst we get all the necessary legal paperwork done. You will need to make payment by BACS (bank details below, also on the website).

Please note that the retainer is non-refundable except if we (the landlords) decide not to go ahead with the tenancy.

You have **15 days** from us receiving the first retainer to get the paperwork sorted - during this period, no-one else will be able to apply to rent your house.

Step 3 – Council Tax certificate and Photo ID

If you're a student at the University of Worcester, you'll need to send us a copy of your Council Tax exemption certificate. This can be downloaded direct from the University's SOLE portal at <https://sole.worc.ac.uk/>

As part of the government's Right to Rent checks, we will also need a copy of your passport.

If you don't have a UK passport we may need to see some extra documents as well - see the 'Right to Rent' section below.

Please send copies of your Council Tax certificate and passport to hannah@appletreeproperty.com or WhatsApp it to 07815 201777.

Step 4 – Paperwork

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.

We will also 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.

Step 5 – Deposit contribution and finish

When we have:

1. All the £50 retainers
2. All the passport ID page photos
3. Received the AST back, signed by all tenants
4. Received all the signed Guarantor's Agreements
5. Have a satisfactory credit check for all the guarantors

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.

The house is now secured, and you do not need to do anything more until closer to the move in date.

Before you get the keys on moving in day, you'll need to pay any remaining deposit due & the first month's rent.

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 homeowner 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. To do this, 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. We ask for copies of these documents during the application process, but you'll also need to bring them with you on moving-in day.

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