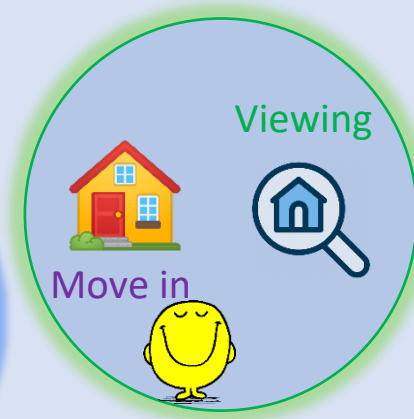


Tenancy Process

Copy of contract,
TDS certificate &
other documents
will be sent
electronically



Tenant detail form
to be completed and
returned with copy of
passport/visa

Tenancy contract
will be drafted and
all parties to sign in
person



Receipt of form &
id, bank account
details and unique
payment ref. will
be provided

Guarantor letter &
other documents to be
sent and referencing
will be carried out

House/room will be
reserved subject to
contract /
referencing

Terms & Condition
letter issued with
confirmation of
security deposit
paid

Tenancy Process



Viewing >

Viewings will be carried out to Covid 19 secure process. Document is available on request.

Tenant detail form return >

Tenant or lead tenant in a group to send text with email id to show interest in the property/room. Tenant detail form will be sent by email and all sections to be completed by tenant or lead tenant at this stage to reserve the house/room. Completed form to be returned with copy of identification (passport or UK driving licence plus visa if applicable)

Security deposit >

As landlord, when we are satisfied with details provided, email will be sent with bank details and unique payment reference. On payment of security deposit, tenant to send us a screenshot/proof of payment.

Terms and Conditions, Deposit confirmed >

Once received, we will send a confirmation email to acknowledge receipt of deposit. Terms and condition letter will be sent to outline main terms of tenancy. This is to be signed, scanned and returned.

Referencing >

We will carry out referencing as required.

Documents Return >

Tenant or all tenants in a group to complete and return tenant detail form with copy of passport. Where applicable, visa page to be included.
All United Kingdom residents/tenants to provide a UK guarantor letter with copy of guarantor's passport and a recent utility bill for their property. We will as appropriate carry out referencing on guarantor. All documents to be provided within seven days of paying security deposit. Guarantor letter template can be provided on request.

Contract Signing >

Assured standard tenancy (AST) tenancy contract will be drafted by landlord and all named parties will sign the tenancy agreement in person. Scan copy will be sent to tenant. Security deposit will be registered with tenancy Deposit Scheme and certificate will be sent to lead tenant.

Move in >

Detailed inventory will be produced and property will be jointly inspected on the day of moving in. Health & Safety induction will be carried out by landlord to explain health and safety matters including fire rescue plan, risk assessment, stop valves etc.

Make our house your home

Stay safe and well