

Summary Application Procedure

1. Once the prospective tenant has viewed the property and has decided to take up the tenancy
2. Prospective tenant to make an offer by completing an application request form online
<http://www.kingstonlettings.com/application-request.html>
3. Once all parties have decided, form (property is not secured to rent until tenancy agreements are signed)
 - (b) If the tenant wish to secure the property to rent immediately and then to complete the application process a Letting Declaration of offer (LDO) can be signed
 - (b) or alternatively the landlord / agent will email a tenancy application
4. Prospective tenant to complete the application form and provide the application requirements to landlord / agent preferably by email
5. Landlord / agent will process the application, verify information and carry out appropriate checks
6. Landlord / agent will request further information if required
7. Landlord / agent will email confirming whether the application is successful and approved
8. Once application is approved, set up a meeting to sign tenancy agreement, pay tenancy deposits and appropriate documentation charges
9. Set up the standing order to pay the first month rent according to the agreement
10. Set up a date and time with the inventory company for the inventory check in and pick up keys