

Summary lettings process

Complete online application request form

Agent/landlord will email the application form as soon as possible

Potential applicant to complete and email the application form

Agent/landlord will check and approve application form

Agent/landlord will request further information if required

Once application form is checked agent/landlord will email the guarantor form

Potential applicant to send the guarantor form to the guarantor

The potential applicant to check with guarantor and ask the guarantor to email the completed guarantor form

Agent/landlord will check and approve guarantor form

Once the guarantor form is checked agent/landlord will set up a meeting to sign the tenancy agreement or alternatively make arrangement to sign electronically

Agent/landlord will email draft tenancy agreement and other relevant documents for the applicant to check prior to the signing meeting

Once all parties are ready then to meet and sign tenancy agreement or alternatively make arrangements to sign electronically

Once the **tenancy agreement** is signed the property is **exclusively secured** for the named tenant on tenancy agreement

The tenant will receive a copy of the signed tenancy agreement and the deposit registration Certificate as soon as possible

Once tenancy agreement is signed transfer the required funds according to the tenancy agreement

Set up a meeting for check in inventory and for key collection

Meet for the check in inventory at the property and collect keys