

Application requirements

Planned time schedule

1	In the situation memorandum of offer is signed or an application request is made then application for tenancy will be emailed within	one working day	from receipt of the memorandum of offer or the application request
2	Completed application for tenancy should be submitted for approval together with a copy of the required documents listed within	three working days	of the application for tenancy is received by the applicant
3	Application for tenancy will be processed within	two working days	of the application for tenancy is received by agent/landlord
4	Guarantor form will be provided by landlord/agent once the application for tenancy is received. If a satisfactory UK guarantor cannot be provided, then for this individual the total rent is payable in advance on commencement of the tenancy	one working day	of the application for tenancy is checked and approved
5	Once the application for tenancy is approved then review and sign Tenancy agreement within	three working days	of the application for tenancy is approved
6	One half of first calendar month rent is payable (In the situation the tenancy commencement date is less than two calendar months from the date of the tenancy agreement then the tenant shall pay the first month rent one day after signing tenancy agreement)	two days	after signing tenancy agreement
7	One half of first calendar month rent is payable (In the situation the tenancy commencement date is less than two calendar months from the date of the tenancy agreement then the tenant shall pay the first month rent one day after signing tenancy agreement)	two months	prior to the tenancy commencement date
8	Tenancy deposit is payable (In the situation the tenancy commencement date is less than one calendar month from the date of the tenancy agreement then the tenant shall pay the tenancy deposit one day after signing tenancy agreement)	one month	prior to the tenancy commencement date
9	In order to sign the tenancy agreement and secure the property based on the above it is likely to take approximately	ten working days	from the memorandum of offer is completed

Documents required with the application for tenancy

(only one document per category is required)

	DESCRIPTION	TENANT
1	Right to rent/stay UK regulations requires the agent/landlord to check the original documents and make a copy of the immigration status	For all applicants, passport, or birth certificate. For Non-UK/EEA/Swiss passport holders, visa page of passport or Home Office immigration status document or naturalisation certificate
2	Photo identification (only required if for right to rent check photo ID is not provided) (provide one most suited document from the list)	passport or drivers' license or national photo ID
3	Proof of student ID (provide one most suited document from the list)	Student ID or offer letter
4	Proof of income (if applicable) (provide one most suited document from the list) For full time students a UK guarantor is required, and tenants' proof of income is not required and if applicable grant/student loan offer details	For working applicants, pay slips within last three months and or employment agreement
5	Guarantor form will be provided by landlord/agent after application for tenancy is received. If a satisfactory UK guarantor cannot be provided, then for this individual the total rent is payable in advance on commencement of the tenancy	once application for tenancy is checked by Kingston Lettings as a next step guarantor form will be emailed for the Guarantor to complete and return as soon as possible

Original documents required on or prior to signing tenancy agreement

1	Right to rent, For all applicants, passport, or birth certificate. For Non-UK/EEA/Swiss passport holders, visa page of passport or Home Office immigration status document or naturalisation certificate	for visual verification by agent/landlord a dated photocopy is retained by agent/landlord
2	Tenants' photo identification (This is required if there is no photo identification for the right to rent check)	for visual verification by agent/landlord a dated photocopy retained by agent/landlord
3	Signed original guarantor form , signed by a UK resident	Original retained by agent/landlord

Landlords bank details

Landlords' **bank details** are normally on the memorandum of offer, if these are required please request by email

Please transfer **total tenancy deposit** for the property as **one total separately** as per the tenancy agreement

Please transfer **total rent** for the property as **one total separately** as per the tenancy agreement

For **subsequent** rent payments the tenant to instruct and set up the standing order with their bank to transfer the rent to the landlords specified bank account on the specified dates as per the tenancy agreement

Provide tenant **surname** as a reference for all payments and transfers

Guarantors' requirements

To be a successful guarantor following **minimum** criteria are to be satisfied

The guarantor is a credit worthy person, UK resident, have income or assets or both and should be able to provide financial assistance to the tenant as and when required

Company guarantors are not accepted by Kingston Lettings

Primary minimum requirements

Complete **the guarantor agreement provided by Kingston Lettings** completing information such as full name, address, date of birth, citizenship, country of residence, profession, current occupation, landline phone number, mobile phone number, email address, relationship to the proposed tenant

Further information may be required as below

Able to provide details of UK resident details

Able to provide details of a UK address

Able to provide details of identification and full name

If retired able to provide details of income or assets

Further secondary information may be required

Able to provide proof of income and or assets