

Summary application procedure

Complete online application request form,
<https://www.kingstonlettings.com/application-request.html>

Agent/landlord will email the application for tenancy as soon as possible

Prospective applicant to complete and email the completed application for tenancy

Agent/landlord will check and approve application for tenancy

Agent/landlord will request further information if required

Once application for tenancy is checked and approved agent/landlord will email the guarantor form

Prospective applicant to send the guarantor form to the respective guarantor

Prospective applicant to check with guarantor and ask the guarantor to email the completed

Guarantor form preferable directly to the agent/landlord

Agent/landlord will check and approve guarantor form

Once the guarantor form is checked and approved, agent/landlord will set up a meeting to sign the tenancy agreement or alternatively organise to sign electronically

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

Once all parties are ready, then to meet and sign tenancy agreement or alternatively 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

Next steps is to set up a meeting for the check in inventory and for key collection

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