

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
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 being received
3	Application for tenancy will be processed within	two working days	of the application for tenancy being received
4	Guarantor form will be provided by landlord/agent. 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 being checked
5	Once the application for tenancy is approved review and sign Tenancy agreement within	three working days	of the application for tenancy being received
6	One half of first calendar month rent is payable	two days	after signing tenancy agreement
7	One half of first calendar month rent is payable	two months	prior to the tenancy commencement date
8	Tenancy deposit is payable	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 around	ten working days	from the application for tenancy being received

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 (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. 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 Guarantor to complete the form 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	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