

Application requirements

Planned time schedule for application process

	description of task	days	task name
1	In the situation an application request is made then online application for tenancy pack will be emailed within	one working day	of the application for tenancy request is received by agent/landlords'
2	Completed online application for tenancy should be submitted for approval together with a copy of the required documents listed within	two 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 <u>online link</u> will be sent directly to the applicant/guarantors by landlord/agent within <i>If a satisfactory UK resident guarantor cannot be provided, then for this particular individual the total rent is payable in advance on commencement of the tenancy</i>	one working day	of the application for tenancy is checked and approved
5	Completed online guarantor form should be submitted for approval within	one working day	of the guarantor form is received by the applicant/guarantor
6	Once the application for tenancy and guarantors are approved then review and sign Tenancy agreement <u>electronically</u> within <i>Once the tenancy agreement is signed the property is secured for the persons named on the tenancy agreement</i>	three working days	of the application for tenancy is approved agent/landlords'
7	Tenancy deposit is payable	on	signing tenancy agreement date
8	First calendar month rent is payable <i>In the situation the tenancy commencement date is less than one calendar months from the date of the tenancy agreement then the tenant shall pay the first month rent on signing tenancy agreement</i>	one month	prior to the tenancy commencement date
9	In order to sign the tenancy agreement and secure the property to rent based on the above it is likely to take approximately	ten working days	from the application for tenancy request is received by agent/landlords'

Documents required with application for tenancy

(Only one document per category is required)

	description of task	Document name
1	Right to rent and photo identification UK regulations requires the agent/landlord to check face to face the original documents and make a copy of the citizenship and immigration status	For all applicant's photographic identification in the form of a passport or driving licence or national photo ID and birth certificate is required For non UK applicants additionally online immigration status check and or visa details, settled status, naturalisation details, biometric details are also required
2	Proof of student ID , for all students provide one most suited document from the list	Student ID or offer letter
3	Proof of income (if applicable) provide one most suited document from the list For full time students a UK guarantor is required, and proof of income is not required	For working applicants, pay slips within last three months or employment agreement or bank statements For students if applicable grant/student loan offer details
4	Guarantor form will be provided by landlord/agent after application for tenancy is received. If a satisfactory UK resident 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 agent/landlords as a next step guarantor form link will be emailed directly to the applicant/guarantor to complete electronically as soon as possible

Original documents required prior to signing tenancy agreement

	description of task	required process
1	Right to rent and photo identification For all applicant's photographic identification in the form of a passport or driving licence and birth certificate is required For non UK applicants additionally immigration status check and or visa details, settled status, naturalisation details, biometric details are also required	Face to face or video (if permitted) verification by agent/landlord and a dated photocopy is retained by agent/landlord
2	Signed online original guarantor form , signed normally electronically by the guarantor	Original is retained by agent/landlord

Landlords bank details

Landlords' **bank details** are normally within the tenancy agreement signing email communications to date, if these are required, please request by email

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

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

Do not combine tenancy deposit and rent together

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 normally 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

Normally in most situations depending on the information provided, completing the guarantor form with above details will be sufficient and satisfactory and no other details will be required

Further information may be required as below

Details of UK resident details

Details of a UK address

Details of identification and full name

If retired details of income or assets

Further secondary information may also be required

Proof of income and or assets

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