

## Summary application procedure

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

Agent/landlord will email the **application for tenancy** with summary of the offer details as soon as possible normally within two working days of the request

Prospective applicant to complete online **application for tenancy** and submit as soon as possible

Agent/landlord will check and approve application for tenancy as soon as possible normally within two working days

Agent/landlord will request further information if required and if applicable

Once application for tenancy is checked and approved agent/landlord will email the **guarantor form directly** to the guarantor to be signed electronically normally within two working days

Prospective applicant to check with the guarantor and ensure the guarantor form is completed as soon as possible

Once the completed guarantor form is received agent/landlord will check and approve guarantor form normally within two working days

Once the guarantor form is checked and approved applicants' citizenship to be checked and an appointment will be arranged normally within two working days

Once the applicants' citizenship is checked then agent/landlord will organise the tenancy agreement to be signed electronically via DocuSign normally within two working days

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 **sign tenancy agreement electronically** via DocuSign

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 normally within two working days

Once tenancy agreement is signed then transfer the required funds according to the tenancy agreement as soon as possible

Next steps will be to set up a meeting for the **check in inventory and for key collection**, link **here** [https://www.kingstonlettings.com/wp-content/uploads/sites/13/check\\_in\\_inventory\\_and\\_key\\_collection.pdf](https://www.kingstonlettings.com/wp-content/uploads/sites/13/check_in_inventory_and_key_collection.pdf)

Meet at the property for the check in inventory and key collection

Please note inventory and key collection will be possible only when the funds are **received in agents'/landlords' bank account** according to the tenancy agreement