

Completing
your
paperwork

CO
apt™



Online Application



Step 1

Please complete an application form via bit.ly/coaptappform



Step 2

Once all tenants have submitted their application forms you will receive an email with a link to pay your holding deposit and sign your tenancy guide.



Step 3

When all tenants have completed step 2 you will receive an email from Goodlord requesting a bit more info. This is where you'll enter your guarantor details and to upload your photo ID.



Identification

As part of the 'Right to Rent act' we need to check you are permitted to rent a property in the UK. We will need you to bring your original ID into the office as well as uploading it online.

We need:

- Passport (drivers licences accepted for UK nationals only)
- Visa or BRP card if you are not a UK national.
- Student ID card or acceptance letter from your place of study.

References

We will obtain a rental reference from your previous agent/landlord if you have rented privately in the UK. If the reference is not satisfactory you may be asked to pay a higher deposit or your application may be declined.



Standing Order

Your rent must be paid in one lump sum by standing order.

You will find your rent schedule in your contract, please use this to set up a standing order on online banking or visit your local bank to set up a new payment to Coapt. Please remember money can take time to clear, so please set up your standing order 7 days before you rent due date. Once set up please email the confirmation to admin@coapt.co.uk

Guarantor

Each tenant must provide a UK based guarantor.

To qualify as a guarantor the individual must be:

- Reside in the UK (Guarantors from the Channel Islands are not accepted)
- In a financial position to act as guarantor and be able to provide proof of income (after tax) equivalent to 4 x the annual rent being guaranteed.

Once you've entered your guarantors details they'll be emailed a copy of the guarantor contract and your draft tenancy agreement to read through. The guarantor will need to sign their agreement and upload their photo ID and proof of earnings before signing.



If you are unable to provide a guarantor there are alternatives available. Most of our landlords will accept Housing Hand. Housing Hand are a company who can act as a guarantor for you, the fee for their service depends on the rent amount. Please ask us for more information.

Confused?

We know renting a property can be overwhelming, especially if it's the first time. We are here to make this process as easy as possible. Please contact us if you, or your guarantors, have any questions at all and we will be more than happy to help.



admin@coapt.co.uk



01273 645797



Find
where
you
belong