

How to complete a property 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.

You'll then have 15 days to complete the next 3 steps



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. Questions? See more info below.



Step 4

Once all guarantors and references have been approved, we will send out the Tenancy Agreement to all tenants. Please read the agreement before signing.



Step 5

The money bit. You'll be prompted to pay the balance of your first months rent via Goodlord. You'll need to set up your standing order to pay rent in one lump for the remaining months and email a copy to admin@coapt.co.uk.
Your 5 week damage deposit will be due by BACS on the 1st May 2020.



Important info

Identification

As part of the 'Right to Rent act' we need you to upload your ID to your application form to check you are permitted to rent a property in the UK. We can accept;

- 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 not be able to proceed with your application.





Standing Order

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

You will find your rent schedule in your contract, please choose a lead tenant to set up a standing order either online or by visiting your local bank. Please remember money can take time to clear, so we ask you to set up your standing order 7 days before your 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:

- Reside in the UK (Guarantors from the Channel Islands or the Republic of Ireland are not accepted)
- Be 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. Some landlords may accept advance rent, 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.

www.coapt.co.uk/faqs



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