



Completing
your
paperwork

co
aptTM

How to complete a property application



Step 1

Please complete an application form via bit.ly/coaptappform2022



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. This process depends on which type of service we provide to the landlord. We will let you know if you are process **A** or **B**.

Process A. You'll be prompted to pay the balance of your 5 week damage deposit via Goodlord.

You will pay your rent via standing order. You'll need to set this up now, as part of your administration process.

Process B. You'll be prompted to pay the balance of your first months rent via Goodlord. You will pay your rent to your landlord, via standing order, from month 2 onwards.

Your 5 week damage deposit will be due to the landlord 1 month before you move in.



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.

Standing Order

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

We will provide you with a payment schedule, we always set up payments to be sent 7 days before the due date to allow the payment to clear.

Please choose a lead tenant, or set up a joint account and set up a standing order either online or by visiting your local bank. Once set up please email the confirmation to belong@coapt.co.uk



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.

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 3 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, please ask us for more information.



Confused?

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

☎ 01273 645797 ✉ admin@coapt.co.uk

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Find
where
you
belong