



Completing
your
paperwork

coTM
apt

What to do next



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 information for us to complete a credit check and upload your photo ID. Questions? See more info below.



Step 4

Once all references and checks are completed and approved, we will send out the Tenancy Agreement. 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. Your standing order will be set up for 7 days prior to the tenancy start date.

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

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



Important info

IDENTIFICATION

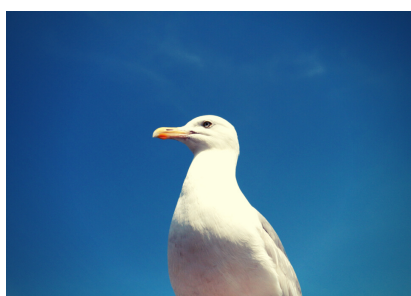
As part of the 'right to rent act' we need to check you are permitted to rent a property in the uk. We will need you to bring your original ID into the office.

We need:

- Passport (drivers licences accepted for UK nationals only)
- Visa or BRP card if you are not a UK national.
- Proof of address (utility bill/council tax dated in the last 3 months.)

CREDIT CHECK AND RENTAL REFERENCE

Each tenant must undergo a credit check and provide a rental reference from your previous agent/landlord. This must be completed and approved prior to the tenancy commencing. Should your checks or reference be unsatisfactory your application may be declined and your agency fee retained.



PROOF OF EMPLOYMENT

Each tenant must provide satisfactory proof of employment. If you are employed we require a copy of your latest payslip and a reference from your employer confirming your details are correct as per your application form. If you are self employed we require either a copy of your last 3 months business accounts, an accountants reference or a self assesment tax retuen.

STANDING ORDER

Your rent must be paid in one lump sum by standing order. We will provide you with standing order instructions containing all the required information. Please take this to the bank or use the information to set up a standing order using internet banking. Once set up you will need to email us a copy of the confirmation.

GUARANTORS

You will be asked to provide a UK homeowner as a guarantor if:

- Your annual earnings are less than 3 times your share of the rent.
- You have not been in continuous full time employment for the last 12 months.
- You are on a temporary employment contract/in a probationary period or have zero hours contract.
- You are unable to provide a satisfactory credit check or rental reference.

To qualify as a guarantor the individual must:

- Be a UK resident (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 3x the annual rent being guaranteed. For further information please refer to our 'guidance notes for guarantors'.

confused?

We know renting a property can be overwhelming,. We are here to make this process as easy as possible. Please contact us if you have any questions and we will be more than happy to help.



admin@coapt.co.uk



01273 645797

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Belong