

Completing
your
paperwork

CO
apt™

What to do next

Keep an eye on your emails

Once you have secured a property you will receive two emails.



The first will contain a copy of your pre-tenancy receipt, how to rent booklet, gas safety certificate, EPC and any other tenancy related documents.



The second will contain a link to our online signing platform. Click the link, create your login in details, then follow the steps to upload your documents, enter your guarantor's email address and sign your contract.



Application form

If you have not already, please complete the application form and return it to us within 24 hours.

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 upload it to our online signing platform.

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.

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 upload the standing order confirmation onto in our online signing platform.

Guarantor

Each tenant must provide a UK based guarantor.

To qualify as a guarantor the individual must be:

- A UK homeowner and 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. The guarantor will need to sign their agreement and upload their supporting documents (please refer to the guarantor guide) through our e-signing platform.



For example: If the individual's share of the monthly rent is £500 the guarantor would need to provide financial evidence of £2000.00pcm or £24,000.00 per annum after tax.

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