



Our Tenancy process

This step by step process shows you what you can expect from the point at which you decide that you would like to rent one of our houses, until the paperwork is all complete.

1 HOLDING DEPOSIT

On some occasions we might ask for some money to reserve a house. This is usually £50 per person, and is not refundable if you change your mind or withdraw from the process.
It is used temporarily to secure the property whilst completing the paperwork.

2 APPLY

You need to fill out the applications forms to submit your application. These can be found on our website.

- 1, Group Application
- 2, Individual Applications – One from each tenant

3 DEPOSIT

You now need send us your deposit. This is usually once months rent, less any holding deposit you have already paid to us, and will be protected with MyDeposits.co.uk.

4 CONFIRMATION

Once we have received all your application forms, we will email you all with a tenancy confirmation, which will contain all the details of your proposed tenancy, and where to send your deposit.

5 CONTRACTS

We will now meet you all to sign the contracts; after this there is no going back.
We will also fill out guarantor forms and standing order forms for your rent.
Finally we need to see your passport before your tenancy can be completed, so wherever possible, you should bring it with you to this meeting

6 PAPERWORK

You now have 30 days to get your guarantor to fill out the relevant form and return it to us.
Anyone that didn't have their passport t the contract signing also needs to get this to us within 30 days under normal circumstances, unless agreed otherwise.