

Completing
your
paperwork

CO
apt™



How to complete a property application



Step 1

Please complete an [application form](#).



Once all tenants have submitted their application forms and your application has been approved you'll receive an email from 'Coapt via Concurrent'.



You'll then have 7 days to complete the next 3 steps



Step 2

Click the link in your email to complete your paperwork. This is where you'll enter your guarantor details. Your guarantors will receive a separate email and undergo referencing. **Questions? Refer to Important info.**



Step 3

Set up your standing order. The lead tenant must use the rent schedule in your contract to set up a standing order with your bank to pay your rent monthly, in one lump sum, for the duration of your tenancy. Once complete, you all must upload a copy of proof your standing is set up.



Step 4

All tenants and all guarantors must sign the 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 pay your 5 week damage deposit.

If you have opted for the zero deposit scheme, you must complete your application and payment with Reposit directly.

Process B. You'll pay your first months rent to Coapt to secure the property. 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

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.

We suggest the lead tenant sets up the standing order and provides a copy to all other tenants. Alternatively, you can set up a joint account. All tenants need to upload a copy of the standing order set up for the full rent amount each month. Your payment schedule is in your contract, we always set up payments to be sent 7 days before the due date to allow the payment to clear.

Identification

As part of the 'Right to Rent act' we need to check you are permitted to rent a property in the UK. Please follow the instructions to upload ID. If you are not a UK national, you will be prompted to do this 28 days before your tenancy commences.



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 undergo referencing to confirm they meet the criteria.

Guarantor Alternatives

Guarantor alternatives are subject to landlord consent, please select your preference on you application form and we will confirm with the landlord.

Option 1: Rent Guarantor. This is a company that will act as guarantor for you. [Click here for more info.](#)

Option 2: 6 months advance rent. This will be held and used as the last 6 months rent of your tenancy.



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

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Find
where
you
belong