

## **Stanley Wright Tenant Application Process**

### **Applicants**

We accept applications from all parties and choose people who meet with ours and landlords affordability criteria along with positive references.

Many of our properties are rural and often remote, on farms and country estates, it is important that we find tenants who are comfortable living in these locations.

### **Affordability**

All applicants must usually be employed and be able to prove so. Annual earnings must be approximately 30 times the amount of the rent thereby showing clear affordability.

Applicants on benefits should have a UK employed guarantor. A guarantor should be a relative or close friend who is in a secure financial position and has lived in the UK for at least five years. They should be able to demonstrate sufficient income to be able to afford the rental of the property on top of their own personal monthly outgoings.

### **Application Process**

#### **1. Initial Enquiry**

Following your call or email, you will be sent an enquiry form. Please note that these are sent out for every enquiry and viewings may already have commenced for the property you are enquiring about. You should complete the form fully and accurately.

#### **2. Enquiry review**

We will review your enquiry form and may contact you for more information before arranging a viewing. We can receive high numbers of enquiries and may short list viewings.

#### **3. Viewings**

We aim to be as flexible with viewing times as possible, however we cannot always accommodate everyone. We request that you check transport arrangements in advance and arrive promptly for your viewing. Should you have any delays on route or be unable to attend for any reason, please call and let us know. It is our standard policy to not let a property without potential tenants viewing in person. Alternative arrangements can occasionally be made.

#### **4. Application**

Following viewing, should you wish to proceed with application, we will forward our full application form. It is essential that these are completed fully and accurately by each

applicant over the age of 16. All adults who will be living at the property should also have viewed, second viewings can be arranged. Forms should be returned to us along with photographic ID (passport or driving licence) and proof of current address such as a utility or council tax bill. We will forward the completed form to Diligent <https://diligentservices.co.uk/> who provide us with a full reference report. This includes credit checks and they may contact you, your employer or previous landlord to confirm information on your application.

In some cases, a guarantor may be required. They will be requested to complete an application form and sign a Guarantor Agreement. It is essential that they understand their obligations before agreeing to be a guarantor.

#### 5. Application decision

Once all your information has been received, appropriate checks completed and any queries answered, we will then inform you if your application has been successful.

**Regardless of the above process, the landlord will be asked to make the final decision on whether to proceed with a tenant's application for a tenancy and reserves the right to refuse to proceed with any tenancy at any time until the Tenancy Agreement is signed. Any rent or deposit already paid will be refunded in full to the tenant.**

#### 6. Successful Applicants

You will receive a copy of the agreement by email along with any additional agreements such as Pet Policy. Agreements are sent by PDF which can be electronically signed or alternatively by each tenant replying to the email confirming their acceptance of the terms. We can also arrange signing in person in most cases. You must also arrange to pay the balance of the deposit and first month's rent. Payments can be made by online bank transfer and details will be provided. Keys will not be released until deposit and first months' rent have been cleared in our account.

### **Application Assistance and Advice**

We understand that everyone's situation is different. We treat people like individuals and if you are not able to meet some of the criteria we are happy to discuss your circumstances. We may be able to present your case to the Landlord as it is ultimately always the Landlord's decision.