KINGSLEY
ESTATES

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# Tenants Guide

Next Steps When Renting a Property Through Kingsley Estates:

1. A Initial Holding Deposit of 1 Weeks Rent will be required, you will receive a link via email from Goodlord, our third-party referencing company. Please ensure the referencing is completed within the first **24 hours.**

2. We need all tenants who are going onto the tenancy agreement to conduct a right to rent check. You will need your **passports (in date)** and **share code (if applicable)**. This will be conducted when viewing a property with Kingsley Estates or at our branch via appointment.

3. Once Goodlord has received and approved your references, we will send them to your new landlord for approval. Please note that referencing can take up to 7 days to be approved, and Goodlord may contact you directly for any further information required.

4. After The landlord has accepted your references, Good news we are nearly there! Our team will work hard to send through your tenancy agreement shortly. This will come via Goodlord, and it will be easy to sign online.

5. You will then be required to make payment of your 5-week security deposit which will be held in the DPS scheme or pay Reposit Alternative Scheme. Once all parties have signed the tenancy agreement, our team will be in touch regarding the first month's rent (minus the holding deposit paid at the start).

6. After the tenancy agreement has been signed and payments have been made, you will be contacted via Utility Warehouse to help set up your utilities (gas, water, electricity, etc.).

7. Finally, you will be informed about key collection on moving-in day and can get ready to enjoy your new home!