

STEP-BY-STEP GUIDE TO SECURING YOUR PROPERTY

- 1) Browse our website and view properties via the virtual tour tab.
- 2) Once you have chosen your preferred property, complete the Lead Tenant Form on the page for that property. The person who becomes the designated lead tenant is our primary contact for your group during the signing-up process.
- 3) Please also fill out the Tenant Application Form available on the page of your chosen property. This asks for name, home address, contact number and email address for each tenant. Please ensure the address listed is your home address not your university address and that all email addresses are correct as this is how all further communication will be issued.
- 4) The lead tenant can organise a zoom call with your group and the landlord by emailing us at yorkstudentproperties@gmail.com with the link and room access code. The landlord will be available for video calls every day from 9am – 9pm. Please have a list of questions prepared in advance.
- 5) Following your video call, if you wish to go ahead with signing the tenancy please let us know. Using the details from the Tenant Application Form, our team will create the tenancy and send it out to you by email.

We use DocuSign to allow for electronic signatures. The tenancy is sent via DocuSign to all tenants simultaneously, once received please read through the tenancy and then follow instructions on how to sign. When all tenants and the landlord have signed, the tenancy is complete, and a copy will be emailed to you.

Should one tenant not receive the tenancy via DocuSign, please check all junk / spam folders prior to contacting us.

- 6) Guarantor forms will also be completed via DocuSign. Please fill out the Guarantor Application Form (available on your chosen property's page underneath Tenant Application Form) with the requested details for all tenants' chosen guarantor.

Our team will then send out the guarantee to each tenant and their guarantor to sign. Please ensure your guarantor reads through the forms carefully before following instructions on how to sign.

The guarantor must upload proof of address onto DocuSign, this can be either of a

photograph or scanned copy of the following: photo card driving licence, council tax bill, bank statement, utility bill (from the last 3 months), tenancy agreement.

- 7) All tenants are to pay deposit of £450.00 per person. Payment of this can be made via bank transfer or credit / debit card by calling 01904 413 457 (Mon-Fri, 9am-5pm). Once deposit is received, this will be sent to the Deposit Protection Scheme (DPS) for the duration of the tenancy.
- 8) Once steps 5-7 are complete, you have secured your property. Until all tenants have signed the tenancy, signed guarantor forms, and paid deposit the property continues to be available for let.
- 9) The next time you will hear from us is one month prior to your move-in date as stated on your tenancy. A welcome letter will be sent to all tenants with instructions on how to arrange key-collection and provide payment details for the first instalment of rent.