



BOOKING RENTED ACCOMMODATION WITH FUTURELETS

YOUR STEP-BY-STEP GUIDE TO SECURING YOUR NEW HOME

A GUIDE TO ACCOMMODATION

Once you have chosen your new home

To avoid disappointment it is important that you reserve the property you would like. Please see the additional information on the reservation process on page 4 of this booklet.

Signing a tenancy agreement

Tenancy agreements are legally binding for the duration of the agreement and may be enforced by a court of law. The agreement sets out the promises made by the tenant to the landlord and vice versa. Therefore, it is essential that you make sure you read the documents thoroughly and question anything that you are unsure of. By booking accommodation, you are agreeing to the terms of a contract, which includes paying the rent for the duration of the agreement.

Documents we require

In order to book accommodation and to move in, FutureLets tenants will need to ensure that they provide the following documentation. Failure to provide any of the below will delay the booking process, collection of keys, and could affect your payment schedule.

- **Photo ID** - this could be a copy of your photo driving licence or passport.

- **Right to Rent** - If you're a Non-British or Irish national, we would need to carry out additional checks. We would require your Right to Rent share code. Which you can obtain from the Gov.UK website. We will then be able to check your current status with the home office.

- **Completed guarantor form** - the guarantor form will be emailed out once we have received all completed application forms. Tenants will need their guarantor's consent before nominating them as their guarantor.

Guarantor's acceptance is subject to:

- Successful credit check
- Proof of employment/income
- Photo ID (driving licence or passport)
- Proof of address (utility bill dated within the last three months)
- Completed, signed, witnessed and returned guarantor form





-Income/Affordability Check - On request we will need to check affordability of rent and will be required to carry out a credit check and request three months payslips or other proof of stable funds from applicants. Payment plan will be granted subject to checks

Landlord Reference- We would also require at least one previous reference from a landlord/ landlord agent you have rented accommodation from. we would require their details in order to request this

Paying your rent

Your first rental payment will be made to FutureLets. However, depending on the letting, subsequent payments may be made directly to your landlord on the date specified in the tenancy agreement. Please be aware that late rental payments usually incur charges, therefore you must pay on time in order to avoid these extra costs.

Rental payments

The payment schedule will be included on the second page of your tenancy agreement. It is advisable to set up standing orders, for the dates that rent is due, into the FutureLets account. Payments can also be made via bank transfer directly to our account.

Deposits

The holder of the deposit, paid by the tenant, will register the deposit to the nominated tenancy deposit scheme (as defined in section 212(2) of the Housing Act 2004). Any outstanding amounts for damage or monies owed to the landlord will be deducted from your deposit. You will be advised by email which scheme the landlord has sent your deposit to. It is a good idea to take photos when you first move in to confirm the condition of the property. Your deposit will be returned after your tenancy ends subject to the condition the property is left in find out more about the scheme FutureLets uses at www.depositprotection.com.

Insurance

It is advisable to take out personal belongings (contents) insurance for your possessions.

HOW TO BOOK ACCOMMODATION WITH FUTURELETS:

01.

Please ensure you complete one application form for each applicant over the age of 18. Please ensure you have consent from your nominated guarantor before you submit their details. We will also require supporting documents such as ID, previous landlord details for referencing, right to rent share code, and proof of affordability/employment. This will all need to be submitted along with your application form. If you are a student, we will also require a student status letter or offer letter from your educational institute.



02.

You are required to pay a holding deposit of £65 per applicant on submission of your application. The property deposit payment must be made in full within seven days of your booking. Once you have paid a deposit for a property, you will be entering into a legal agreement, the terms of which you will be obliged to fulfil



03.

If you are unable to provide a guarantor you may wish to find out more from Housing Hand's rent guarantor service offering fully comprehensive cover of rent, damages/dilapidations.

www.housinghand.co.uk



04.

Before paying your holding deposit you will be sent a payment plan. This will outline tenancy start date, frequency of payment, deposit amount etc. It is important you read this to ensure you are aware of payments that are due and when, and also of tenancy starting details. If you pass credit checks or/and have a guarantor this will be monthly payments



05.

The first rental instalment must be paid in full prior to your tenancy commencing. Along with all required signed documents and supporting documents for yourself and guarantor. Please be aware of the conditions of entering into a legally binding contract. We strongly advise that you read through the draft contract available on the FutureLets website before you proceed with your application.



BOOKING CHECKLIST

- ☐ COMPLETE YOUR APPLICATION FORM
- ☐ PROVIDE PHOTO ID
- ☐ PROVIDE PROOF OF STUDENT STATUS OR EMPLOYMENT
- ☐ PROVIDE LANDLORD REFERENCE
- ☐ PROVIDE RENT TO RENT DOCUMENTS (IF APPLICABLE)
- ☐ NOMINATE A GUARANTOR
- ☐ RECEIVE AND CHECK PAYMENT PLAN
- ☐ PAY HOLDING DEPOSIT (£65 PER APPLICANT)
- ☐ SIGN TENANCY AGREEMENT
- ☐ PAY FIRST RENT INSTALLMENT & TENANCY DEPOSIT

**VISIT OUR WEBSITE/S FOR ACCOMMODATION
OPTIONS AND DOWNLOADS**

[Futurelets Private Accommodation](#)

[Coventry University Halls Accommodation](#)

[Coventry Serviced Apartments](#)

GOVERNMENT ADVICE & DEPOSIT INFO

[Gov.uk - Private renting.](#)

[Deposit Protection Service](#)

[Citizens Advice](#)





All enquiries T: 024 7615 8158

Private lettings

E: enquiries@futurelets.co.uk
www.futurelets.co.uk

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