






Lettings Enquiries Team:  0121 726 9417  apply@paulcarrlettings.co.uk

Reference Team:  0121 726 9420  reference@paulcarrlettings.co.uk

 www.paulcarrlettings.co.uk

Applying to rent a property? – How does it work?

STAGE 1

- You must have viewed the property to make an Application. All adults who will be living at the property (and your guarantor if you require one) need to complete an Application
- Email your completed Tenant Declaration form and ALL supporting documents to - apply@paulcarrlettings.co.uk

STAGE 2

- Your Tenant Declaration and copy documents are passed to our Applications team for checking.
- Lettings Applications team will contact you to discuss your Application

STAGE 3

- A time-sensitive link is emailed to you by HomeLet (referencing company).
- You then complete your Application online. **You must do this within 24 hours of receiving the link**

STAGE 4

- We tell the Landlord about your Application
- The Landlord decides if they wish your Application to progress to Reference stage

STAGE 5

- If Landlord says 'YES', we call you to take your Holding Deposit. The amount you will be asked to pay is based on one week's rent. The holding deposit secures the property for you subject to acceptable References and is **non-refundable** (see **IMPORTANT** below)
- References are obtained and we share the results with your Landlord

STAGE 6

- We contact you to let you know if you have passed referencing. If you have passed, we can then confirm your Tenancy start date (subject to safety certificates being in place) and book your Sign-up & Key Collection Appointment

STAGE 7

- Your Sign-up & Key Collection Appointment is at the Lettings Hub in Four Oaks, B74 4AA. Appointments are available **Monday to Friday between 9.30am and 4pm**. All appointments are subject to diary availability

IMPORTANT

The Holding Deposit we take from you can be used towards your 'move-in monies' (first month's rent plus the security deposit). Lettings Agents are required to do everything they can to create your Tenancy within 15 days of taking your Holding Deposit. We will advise you if any circumstances should arise preventing us from meeting this deadline and will agree with you how you wish to proceed.

"With you every step of the way"

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