



Residential Lettings Process – Information for Tenants

Renting a home is simple when you understand the key steps. First, check affordability—your income should be at least 2.5 times the annual rent, and you'll need to budget for upfront costs. Once you find a property you like, contact our office quickly to arrange a viewing. If you wish to proceed, complete the Digital Application Form, and we will discuss your application with the landlord. If approved, we'll request a Holding Deposit and begin referencing. An external company handles reference checks, including ID and Right to Rent validation. Once completed, we'll set a move-in date, finalise paperwork, and you'll collect your keys along with a Tenancy Pack. For full details, please see our guides below.

- **Affordability Check:** Ensure your income meets rental criteria and budget for all upfront costs.
- **Finding a Property:** Act quickly to arrange a viewing and confirm suitability with our lettings team.
- **Application & Referencing:** Submit the digital form, provide necessary documents, and complete checks.
- **Move-In Process:** Finalise paperwork, make payments, and collect your keys along with your Tenancy Pack.

What can I expect as a tenant?

Wondering how the letting process works? We've broken down the application process for you here

- **Step 1: What can I afford?** As a general rule, you must be earning 2.5 times the annual rent to meet the affordability criteria. Other upfront costs to consider are Holding Deposit (equal to one week's rent), Tenancy Deposit (equal to four week's rent) and first month's rent payable in advance.
- **Step 2: Find A Property:** the rental market moves quickly, so if you find a property you like, it's best to act quickly and call the office to arrange a viewing. Our lettings team will ask a few questions to ensure the property suits your needs.
- **Step 3: Application Form:** Once completed, we will discuss your application with the landlord, who will decide whether to proceed. If successful, we will contact you to collect your holding deposit and begin the referencing process.
- **Step 4: References:** We work with an external company to carry out relevant reference checks to keep the process quick and simple. You will need to provide ID for ID Validation and Right to Rent Checks.
- **Step 5: Move-In Day:** Once you pass referencing, we'll start the move-in process and arrange a suitable move-in date. You will sign the Tenancy Agreement and make the required 'Upfront Costs' payment. On your move-in day, you can collect your keys and receive a Tenancy Pack for your records.



Get in touch

Potential tenant please contact our Malton office:

- St Michael's House, Malton YO17 7LR
- Tel: 01653 692151
- Email: reception@boultoncooper.co.uk

If you are a current tenant, please call your existing direct contact.

Please note that we open Monday – Friday 9am – 5.30pm.