

Stone Circle Housing Company



Step by Step Nomination Guide

Initial contact

After being nominated for a property, you will be contacted within 48hrs via email or phone by a Stone Circle Manager who will arrange a suitable time for you to view the property. We normally can facilitate the viewing within 5 days.

Viewing

At the accompanied viewing, you will have the opportunity to ask any questions regarding the Property and the tenancy agreement. By visiting the property, you will be able to confirm that it meets your needs. Estimated Time: 1 day

Application process

If you are interested in proceeding with the property after the viewing, the Stone Circle Manager will guide you through the application process. This will involve completing application forms for each person who will be included in the tenancy agreement and submitting any necessary supporting documentation.

Each person who will be included in the tenancy agreement will be required to provide proof of their income (payslips, benefit payments & bank statements) and proof of ID (passport, birth certificate or driving licence). Additionally, all adults intending to reside in the property would have to demonstrate their "Right to Rent".

The application form can be completed via a simple online system and all supporting documents can be submitted with the application form via email. Screenshots are acceptable. Estimated Time: 1-3 days

Background Checks

On receipt of your completed application form & supporting documents Stone Circle will conduct background checks. This will include credit, affordability and “Right to Rent” checks. This is a standard procedure to ensure that the tenant meets the necessary criteria for renting the property. Estimated Time: 2-5 days

Tenancy Agreement

If your application is successful and you meet the criteria, we will agree a move in date with you. A tenancy agreement will be prepared and then emailed via DocuSign for you to review and sign. The tenancy agreement will outline the terms and conditions of the tenancy, including rent amount, rent due date, deposit and any other relevant details. Estimated Time: 1-2 days

Check in and key handover

Once the tenancy agreement is signed and the 1st month's rent payment together with the deposit is paid, a representative from Stone Circle will meet you at the property on the agreed move in date and you will officially take possession. This is called the “Check In”. This is an opportunity for you to ensure that the property is in good condition before you take occupancy. Within 48hrs of the “Check In” you will receive a detailed report “Schedule of Condition” and a “Welcome Letter” this will confirm your rent payment date, bank details and how to report any maintenance issues. Estimated Time: 1 day



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