

New Tenant Procedure

Taking up a tenancy with Chester Student Lets, the first thing you need to do is view our properties, and decide which property would be a suitable home.



Proceeding with a your tenancy



Complete Tenancy Application Form, which can be obtained from our office or it can be printed off from our website.



Once you have completed your application, pop into the office with your application form and pay the £95.00 admin fee, once this fee has been paid, should you change your mind it is non- refundable, should we decide not to proceed with your application then we would refund the admin fee.



We will prepare contracts and guarantor information for completion. The guarantor information will be sent directly to your guarantor to complete. Tenant information will be emailed directly to the tenant. We will give a date by which all the information should be returned to the office.



We will ask the tenant to come into the office to sign the tenancy agreement and complete any related tenancy documentation.



A cleaning fee of £75.00 per tenant will be required for the cleaning of the property at the end of the tenancy, this fee is payable by the end of April



We will contact you about 4-6 weeks before your tenancy commences to arrange a mutually convenient date and time for to collect the keys for your room.



When you collect your keys you will be given an inventory for your room, and the house will be given an one inventory to complete for the communal areas.