NEW TENANCY CHECKLIST

Things to do once a tenant has been secured:

- Remove all your personal items from the property. We recommend, even if letting the property furnished, that you remove bedding, televisions, or any items of sentimental attachment.

- Remove any unwanted furniture or that which does not comply with regulations.

- Ensure that the property is clean and tidy and ready for occupation. This should also include clearance and tidying of garages/sheds and loft spaces.

- If there is a garden, ensure it is left tidy and that sufficient gardening equipment has been supplied to allow the tenant to maintain it throughout their tenancy.

- Arrange re-direction of the mail.

- Ensure that you have sufficient sets of keys to give to each tenant and to Emsleys Estate Agents to keep (in cases of fully managed properties) and that these are passed to ourselves in time for check-in.

- Ensure that all appliances, burglar alarms, smoke alarms, lights doorbells/entry phones and keys are in good working order and that you have left all manuals or leaflets for all appliances or hand written instructions for use by the tenant. These should also be available for notification on the inventory prior to the tenancy commencing.

- Ensure that you have provided us with full details of the utility companies you are registered with so that we may contact them with the tenant's details following check-in. Regrettably we cannot be held responsible for the failure of the utility companies to recognise the information sent and we are unable to change any telecom providers.

- Ensure that there is a working phone line for the tenants use (unless otherwise agreed).

- Provide us with details of your building and contents insurers (in the case of dully managed properties).

- Provide us with a float of £200 should you wish us to manage the property during void periods to cover the cost of any emergency repairs and/or utility bills during this time.

- Provide us with a copy of your lease should you be letting out leasehold property and details of any block managing agent.