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James Tredwell

Tenant Find & Tenancy Set Up

Our Tenant Find & Tenancy Set Up service starts with producing an attractive individual brochure with quality photography and colour floorplans followed by comprehensive marketing coverage including Rightmove.co.uk and OnTheMarket.com. We accompany all viewings and qualify interested parties with full consultation with the landlord. We provide comprehensive advice on all aspects of presentation and specification appropriate for lettings and advise and assist in the arrangement of all necessary certification and legal compliance. All our contractor's prices are charged at cost with no uplift or handling fee.

Formal application process

Once a prospective tenant has made a formal application the following steps are undertaken:

- Credit searches
- References: Employer, past landlord
- Rights to Rent checks
- Credit check a guarantor if necessary and appropriate, only if agreed with the landlord
- Arrange for the landlord to meet the tenant if preferred

Tenancy Set Up

Once the application process has been successfully completed a commencement date is agreed at which point a £250.00 non-refundable holding deposit is taken on the landlord's behalf and retained, should the tenant withdraw. We then:

- Draw up our standard tenancy agreement with any additional special terms required
- Collect the first month's rent and security deposit
- Arrange a full inventory and schedule of condition (at additional cost)

Tenant check-in

On commencement of the tenancy the contracts are signed and the inventory is agreed and signed with copies provided to all parties.

Meter readings are taken and given to the landlord. We notify the relevant council of new tenants and the tenants' deposit is lodged and protected in the Deposit Protection Service.

Copies of all relevant documentation are provided to the landlord and, should our full management not be required, the contact details between landlord and tenant are exchanged.

Fees

Our fee for Tenant Find & Tenancy Set Up is a sum equivalent to 3 weeks' rent (plus vat).

This fee is discounted to a sum equivalent to 2 weeks (plus vat) rent if it is taken up in conjunction with our Full Management service.