

## **MAKING AN APPLICATION**

When you have viewed a property you would like to apply for, please either fill out the online application and send to the relevant branch or contact the branch and they will email an application to you. When you complete your application it is important to include as much information as possible as this will help speed up the process.

## **MOVING IN**

Once we have agreed a date when you can move into the property you will need to pay the rent and deposit before you take the keys. This can either be paid in cash on the day or you can make payment directly to our bank. Rent is paid in advance by standing order. Your deposit will be registered with an independent Deposit Protection Scheme within 30 days of your tenancy starting and you will receive notification of this.

All parties moving into the property will need to sign the agreement. Please be aware that a lease is a legally binding agreement and you will be liable for rents due until you have handed in your notice or been served notice and the tenancy has ended.

## **INVENTORY**

You will receive an inventory of the fixtures and fittings in the property when you move in. Please advise us of any discrepancies within 7 days of moving in.

## **REPAIRS/ISSUES**

Repairs should be reported via our online repair reporting system. This is found on our website [www.contempoproperty.co.uk](http://www.contempoproperty.co.uk) via the tabs Lettings/Tenants/Reporting a Fault. Please choose your branch link and report the repair via this link.

## **INSPECTIONS**

Around three months after you move into the property (unless the landlord has chosen to use our Let Only Service) an inspection will be carried out. You will be given at least 48 hours' notice of this. A report on the condition of the property is sent to the Landlord by us and if we have any concerns, another inspection will be carried out within 3 months.

## **END OF TENANCY**

Please check your tenancy agreement regarding notice periods required to end your tenancy. Should your landlord choose to end your tenancy this depends on which grounds are used and how long you have lived in the property. More information will be in your Tenancy Notes which you received with your tenancy agreement.

## **VACATING THE PROPERTY**

Once you have moved out of the property a final inspection will be carried out. You have the right to be present during the final inspection however should you be unable to attend, we will contact you regarding any issues.