

Now that we have received your administration fee for your chosen property, this guide will advise you of what happens next.

- An email link will be sent through to you requesting that you complete the online referencing application form. You will be required to submit to the referencing agency direct within 24 hours of receipt. The referencing agency will contact you should they have any queries regarding any information that you have entered. We would ask you to make all referees on your form aware that they will be contacted and ask that they respond swiftly to the reference request received, so as not to cause a delay on your occupation of the property.
- Once the referencing is completed and Property Solutions have been advised of this by the referencing agency, we will then contact you in order to confirm this.
- You will receive a confirmation of the let by email which will detail all information confirming what has been agreed for the tenancy, together with details on when rent and deposit monies should be received by us. The email will include a draft Assured Shorthold Tenancy Agreement for you to look through, together with a copy of the Tenancy Deposit Scheme Guidelines where applicable if your deposit monies have been registered in this way. You will also receive a copy of the Energy Performance Certificate for the property.
- You will be asked to contact us at this point to arrange a time to come to our office to sign all paperwork and collect the keys to the property. Your inventory will be provided to you at this time, you will have 5 working days in which to check this through and make any amendments. If you are returned an amended Inventory to us, we ask that you either hand deliver this, or send back via Recorded Delivery, so that you can be certain of it's safe receipt by us. We will then copy your amendments and place a copy with your file, returning the original copy to you. We will have taken meter readings and will notify all companies of your occupation so that they can set up your accounts.
- We would recommend you arrange your own contents insurance, of which you should ensure that this is a specific Tenants Contents Insurance policy. We can arrange a suitable contents insurance policy on your behalf should you require assistance.
- You are responsible for arranging your own TV License for the property.
- If you require a Landline or Internet service at the property, you would be required to contact your chosen provider to arrange this. You should only require the full postal address of the property in order to set this up.