

Moving in

Once monies due, and a standing order is set up, we will make an appointment for you to meet a member of our team at the property.

The following will take place:-

- Sign the tenancy Agreement by all tenants
- Full inventory and check in report will be conducted
- All meters readings will be taken
- Check the smoke alarm and Carbon monoxide detectors are working.
- Keys will be handed over.
- You will also receive your own **online portal** where you can report repairs and also contact us anytime.

Your Responsibilities

- Pay your rent on time
- It is your responsibility to change all the utility bills, if you require any help doing this please contact the office immediately on 20 03790 8811
- Be considerate to the neighbours. You could be evicted for anti-social behaviour if you aren't.
- Look after the property
- Regularly test your smoke alarms and carbon monoxide detector – at least once a month
- Report any need for repairs to your Agent. There will be a risk to your deposit if a minor repair turns into a major problem because you did not report it.