

## Move In Checklist

### 1. Assured Shorthold Tenancy signed and understood

Tenants are required to thoroughly read and understand the Assured Shorthold Tenancy Agreement

### 2. Notices signed and understood

Tenants are required to sign a Section 21 document after signing the Assured Shorthold Tenancy Agreement. By signing this document, a tenant agrees that they will vacate the property at the end of their first tenancy unless an agreement is made with Lanes Rentals to extend.

It is likely the Landlord will choose for the tenancy to continue and in this instance, Lanes Rentals will contact the tenant approximately 2 months prior to the end of their tenancy with the option to renew for a fixed term of 6 or 12 months (£50 administration fee) or opt for a periodic (rolling) tenancy or, vacate at the end of their initial agreement

### 3. Explanation of giving notice on rent due day understood

In a periodic tenancy, tenants are required to give a minimum of one months written notice if they wish vacate the property. The notice will need to be given on or before the tenancy date (ie. If a tenancy begins on 15<sup>th</sup> March, the notice will need to be given on or before 15<sup>th</sup> of any month), enabling the tenant to vacate 14<sup>th</sup> of the following month. The Landlord is required to give two months notice from the tenancy date

### 4. Explanation Tenant Utility/Service Providers

Tenants are responsible for the setting up of television accounts (ie Sky) and/or any phone lines in the property. Lanes Rentals will notify the gas and electric providers as well as the Council and Anglian Water of the change of occupancy and provide the companies with the necessary meter readings

## 5. Explanation of inspection checks

Lanes Rentals will carry out inspections of the property on behalf of the Landlord. The initial check will take place approximately 6 - 8 weeks after the commencement of the tenancy and every 6 months thereafter.

Lanes Rentals will notify tenants prior to the inspection to arrange access.

## 6. Explanation that office inventory accepted if not returned

Tenants will be provided with two inventories. The inventory is a thorough description of the property and its contents. Tenants are given a week from their move in to amend the inventories as they feel necessary with the intention of protecting their deposit. One inventory is to be retained by the tenant and the other returned to Lanes Rentals to be kept on file. The inventory will be referred to during the move out inspection. If the inventory is not returned to Lanes within the specified time, tenants are accepting the inventory without any amendments

## 7. Explanation that mail will not be forwarded on vacation

Any mail delivered to the property for previous tenants can be "Returned to Sender".

Lanes Rentals are not responsible for the forwarding of mail and would advise tenants to set up a redirection service with Royal Mail prior to vacating the property

## 8. Explanation re emergency contractor call-outs

All maintenance issues are to be dealt with by Lanes Maintenance ONLY (01908 564288 or [maintenance@lanesmk.co.uk](mailto:maintenance@lanesmk.co.uk)). Tenants are provided with a fridge magnet displaying contact telephone numbers.

In the event of an emergency (gas or water leak only), Lanes Rentals permit tenants to contact a registered plumber - assuming Lanes Maintenance are unobtainable. Any payments made by the tenant for the emergency contractor will be reimbursed – subject to the landlord's approval.

## 9. Explanation re cannot change utility companies without consent

Electric and gas (if applicable) will be provided by Utility Warehouse. An Application Form will be enclosed and ready for completion by tenants. Please ensure the form is completed so as Lanes Rentals can provide the account details and meter readings to the provider. If a tenant wishes to change providers, they must obtain authorisation from Lanes Rentals and notify them of their chosen provider so as our records can be updated accordingly

## 10. EXTRA FEES

Should tenants require a written reference from Lanes Rentals at the end of their tenancy, there is a £35 (incl vat) administration fee. A reference may be required for alternative Letting Agents or when applying for a Mortgage. There is no fee for a verbal reference

If circumstances change and a tenant needs to vacate the property prior to the end of their tenancy, a tenant is required to give written notice and will remain liable for the full term of their tenancy or until a new tenant occupies the property – whichever occurs sooner. Only if a new tenant occupies the property can the existing tenant be released from their contract. There is an Early Release Fee which applies in this instance of £180 (incl vat)

Lanes Rentals will charge £25 (+ vat) in the event that:

\*Rental payments are late

\*Lanes Rentals can not gain access for a prearranged inspection appointment

\*Maintenance/repairs required after vacation of the tenant. If Lanes Rentals are required to arrange for any dilapidations, 10% of the final cost (min £25 + vat) will be charged.

## 11. Endsleigh Tenant Contents Insurance

We encourage all tenants to take out Contents Insurance for their personal belongings. We also advise tenants to have Accidental Damage covered within their policy. This can protect them in the event of unfortunate accidents such as spillages/burns etc, thus protecting their deposit.

Buildings Insurance is not the responsibility of a tenant and will be covered by the Landlord's insurance.

**12. Proof of Residency**

**As part of our referencing process, we are required to obtain a copy of a utility bill and/or a form of identification which states a tenant's current address. Please ensure adequate paperwork is provided upon day of move in, as requested within the Monies Letter. A copy will be taken and retained by Lanes Rentals**

**13. Signed photocopy of keys & SIGNED OUT ON VEBRA!**

**On the day of move, you will be asked to sign a photocopy of the keys. This will be kept on file as a record of the keys you have received upon day of move in**

I have read & understand the above conditions

Address \_\_\_\_\_

Signature (s) \_\_\_\_\_

Dated \_\_\_\_\_