



TENANT'S TERMS & CONDITIONS

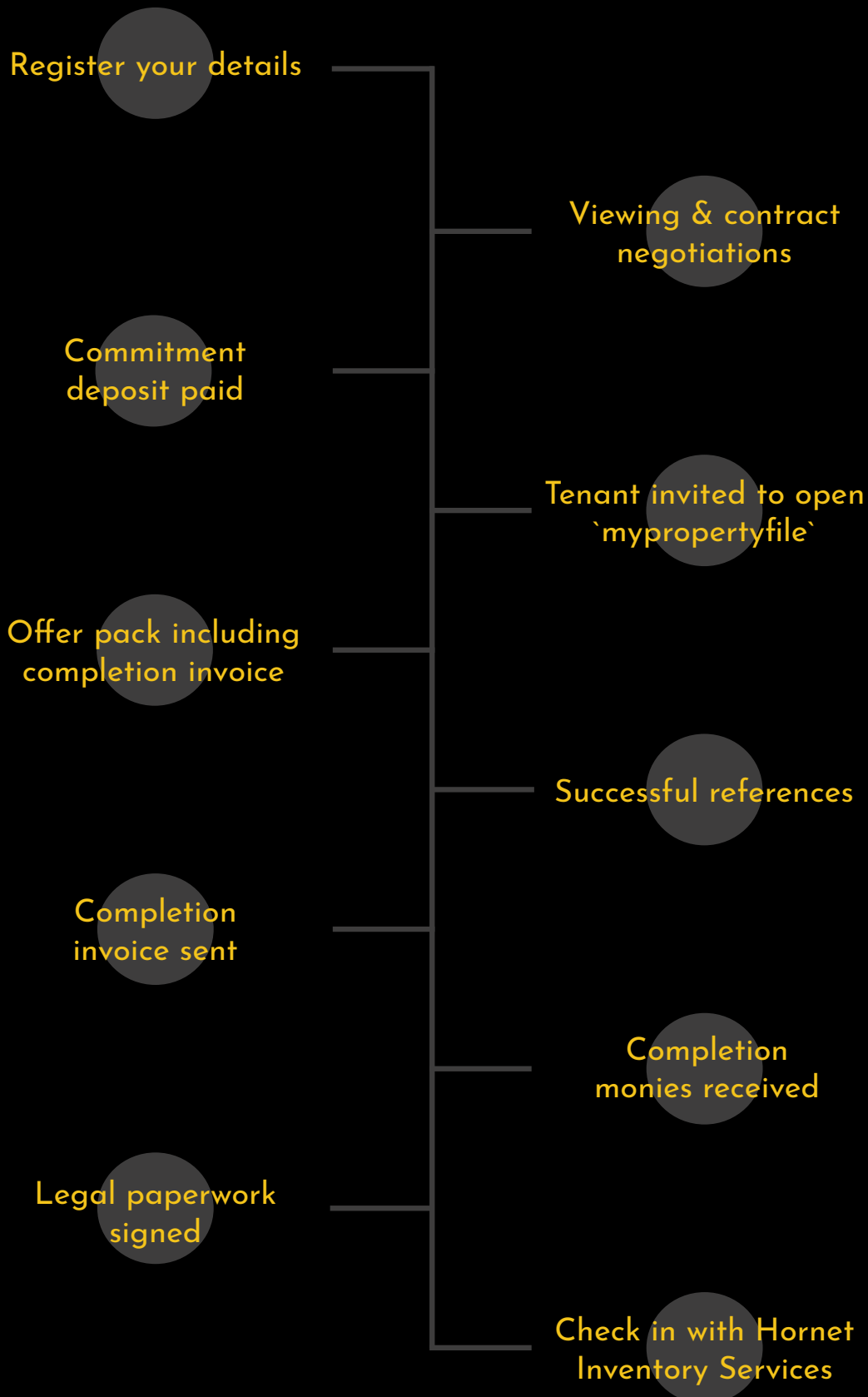
TO RENTING A PROPERTY THROUGH WARREN
ANTHONY ESTATE AGENTS

CONTENTS

INFORMATION FOR TENANCY APPLICANTS

When an application is made to take up a Tenancy of a property the following will apply prior to the Tenancy commencing, during the Tenancy and when the Tenancy ends. You should read this document carefully to ensure that you are familiar with the obligations that you intend to enter. Once the Tenancy Agreement is signed you will be bound by those obligations. If you are unsure about any of the contents of this Information Sheet you should take independent legal advice from a solicitor or the Citizens Advice Bureau ("CAB").

FIRST STAGE AS A POTENTIAL NEW TENANT



Reasons you may lose the reservation deposit

You will be required to complete all the required paperwork, provide your proof of identity and income within 72 hours of the reservation deposit being received by Warren Anthony.

Lack of response from any of your referees.

If you are employed and have a current landlord or letting agent, then you must inform them that they will be receiving a reference request.

Lack of response to any of Warren Anthony's queries.

Withdrawal of your offer once the offer has been accepted and holding deposit signed.

Not signing holding deposit within 12 hours of it being sent to you.

Any other delays caused by the applicant or their referees.

Supply of false or inaccurate information.

Poor landlord reference.

Incorrect salary or employment details.

Failure to disclose any previous or current credit problems, such as satisfied CCJ's or defaults.

If it is the landlord or agent who withdraws the offer, then the full reservation deposit will be refunded to the applicant.

Please do not pay the holding deposit until you are 100% sure that you want to commit to the property or that all the referencing requirements can be met.

The deadline for agreement is a maximum of 5 working days. If we do not have satisfactory references within this period of time, then the reservation deposit will be deemed as non-refundable.

The following link takes you to the official Government Tenant Fee Act:

<https://www.gov.uk/government/collections/tenant-fees-act>

Payment of account

We require full payment of the attached invoice at least 72 hours prior to the agreed completion date. The tenancy agreement will not be available for signing until full funds have been received.

Cash cannot be paid directly into our account but must be sent by bank transfer. Cheques & Bankers Drafts are no longer accepted.

N.B. Debit or credit card payments will incur a 2.5% administration fee.

Signing the tenancy agreement & legal docs

All parties on the contract must sign prior to key release. Various legal papers will be sent online by DOCUSIGN - PLEASE CHECK YOUR SPAM. Contracts will not be available for signing until full completion monies have been received.

N.B. Paper copies of the paperwork will not be available from our offices. If you require copies in paper form, you will need to make your own arrangements for this.

Rent payments

Monthly payments must be made by standing order

Standing orders must always be dated two days before the rent due date to ensure the landlord receives his money on the correct date.

N.B. There will be a charge for any rental payments received 14 days or more after the rent due date

Right to rent & proof of address checks

You will have already been requested to supply us with:

A copy of your passport, visas, resident's permit card, identity card or another document that proves you have the Right to Rent in the UK.

Proof of address: Driving license, bank statement, tenancy agreement or a utility bill. Bills or statements must be dated within the last three months.

If you have not done so already, we will require these to be sent immediately so we can proceed with the application process and Right to Rent checks.

Offer acceptance & handling of the reservation deposit

Once an offer has been accepted by the landlord the applicant must provide a copy of the required proof of identity and income. Once satisfactory paperwork has been accepted you will be required to pay a reservation deposit which is no more than the equivalent of one weeks rent. This reservation deposit is deducted from the first month's rent due.

From June the 1st 2019 all reservation deposits have been legally capped at the equivalent to one weeks rent

References

Once an offer has been accepted and prior to being granted a tenancy the applicant will be sent a link to an application form. This must be completed and returned within 24 hours of it being sent. Failure to do so could lead to a loss of the reservation deposit. Once references are started it is in their interest to tell referees that they will be contacted by our referencing agency, asking them to reply as quickly as possible so that there is no delay in granting a tenancy.

All applications must be completed within 24 hours of the application link being sent out.

Failure to do so could lead to you losing your reservation deposit.

Guarantor (if required)

The applicant may be asked to supply a guarantor. The guarantor will be referenced and will only be accepted if deemed suitable. The guarantor will be a party to the Tenancy Agreement and will guarantee and meet the obligations of the Tenant, during the whole period of the Tenancy if the Tenant does not do so. The guarantor will be jointly and severally liable with the Tenant which means that the guarantor may have to pay the full costs of any breach of the Tenancy Agreement including all rent arrears.

If rental payments are late the guarantor will be contacted along with the tenant.

Payment of the initial account

Before keys are released to you the first month's rent and deposit must be paid in cleared funds into our bank account. No cheques or cash will be accepted and if monies are not cleared then completion will be delayed but the dates on the tenancy agreement will remain the same and under no circumstances will be changed.

SECOND STAGE AS A NEW TENANT

The tenancy agreement

The applicant will be given a draft copy of our standard tenancy agreement together with our Tenants Guide, a copy of the referencing criteria, Myproperty File introduction, deposit information and a copy of the Holding Deposit Receipt when they make their offer and pay their holding deposit. The applicant is strongly advised to read these carefully or have them checked by the CAB or a solicitor before they sign the actual tenancy agreement for the property. The tenancy agreement is a binding contract between the applicant and the landlord. Do not sign the tenancy agreement unless you agree to all that is stated within it.

The Tenancy Agreement signed between the Landlord and the Tenant contains the rights and responsibilities of each party during the Tenancy. The Landlord and the Tenant will be responsible for carrying out the promises they have made in that Agreement.

If the Tenant breaks any of those promises the Landlord can hold him to account. If damage has been caused, the Landlord may charge the Tenant for that damage, and either recover the money owed from the Deposit paid (see below), or take action against the Tenant in the county court to seek compensation. In some circumstances the Landlord will be entitled to ask the court to bring the Tenancy to an end.

Joint tenancies: sharing the responsibilities

If you enter into a Tenancy Agreement jointly with another person you will both be bound by the promises that you have made. However, that does not mean that you will only be responsible for your share of the rent, or your share of the other promises made. Joint and several liabilities mean that the Landlord could hold each tenant to account for any failure by you or your co-tenant(s) to comply with the obligations of the Tenancy Agreement whether or not you have kept your part of the bargain, which means that each person could be asked to pay the full rent arrears or other costs and losses that are outstanding.

Your responsibility for meeting all the expectations of the Tenancy Agreement will continue until the Agreement is brought to an end at the termination of the Tenancy by the Landlord giving notice or the Tenant leaving on the last day of the fixed term or any extension of the Tenancy. Leaving will not bring your responsibility (and legal liability) to an end (see below).

Change of tenancy details / additional tenants

If during the tenancy, you require to change any details within the tenancy agreement there will be an administration charge of £50 plus VAT, per tenant.

If you require an additional tenant to be added to the tenancy agreement, then they will need to go through the referencing procedures as outlined under section References.

The tenancy term

The tenant may not leave the Tenancy early unless the Landlord agrees. If the Landlord does agree you must accept any reasonable conditions that the Landlord might apply. If in breach of the tenancy agreement and the tenant leaves the property before the end of the fixed term the tenants remain liable for the rent, all the other obligations of the tenancy and the security of the property until the end of the fixed term or another person enters into a new tenancy whichever is the earlier.

If the Tenancy Agreement contains a break clause this will only be enforceable if all persons forming the Tenant give notice. One person forming the Tenant cannot give notice during a fixed term to end his or her responsibilities for the Tenancy.

Ending a tenancy early

If the tenant vacates the Premises during the Term apart from according to any agreed

break clause which is included within the agreement, the tenant will remain liable to pay any outstanding fees due to the agent by the landlord and any other monies payable under this agreement until the Term expires: or the Premises are re-let, whichever is earlier.

Evidence of the outstanding moneys due is available on request.

Periodic tenancies

Once the fixed term agreement comes to an end, if you remain in the property without a new signed tenancy agreement, the contract becomes a statutory periodic tenancy there is no legal requirement for either party to do anything at all - the tenancy can continue indefinitely on a periodic basis and on exactly the same terms as the original agreement, which still fully applies.

If the Tenancy becomes periodic you will be required to give one month's notice in writing. You will be liable for all the obligations of the Tenancy Agreement during the notice period.

Tenancy deposit - capped at five week rent only

This will be paid by the Tenant on or before the start of their intended Tenancy. Warren Anthony are members of the Deposit Protection Service. Please note we only hold deposits for landlords who have opted for our Fully Managed Service.

Your Tenancy Agreement sets out exactly how the money will be dealt with at the end of the Tenancy and what you can expect to happen. The fact that a deposit has been paid does not mean that a tenant can afford to ignore any other promise contained in the Tenancy Agreement. The money paid as the deposit does not represent the extent of your liability to the Landlord for any breach of the agreement.

Tenant to tenant disputes must be settled between yourselves.

The deposit cannot be used to pay the rent for the last period of the Tenancy. It may however be used after the Tenancy has finished to compensate the Landlord if the Tenant has been in breach of his obligations under the Tenancy Agreement by failing to pay rent.

As the tenant, it is your responsibility to ensure that you have received copies of all legal paperwork, contracts, inventories. If you do not have them then our offices will be happy to email you a copy. No paper copies available.

TENANTS DEPOSIT AND INSURANCE DETAILS

Deposits & Insurance

As part of the landlord's expectations you are advised to take out an insurance policy to protect your contents and accidental damage to the landlord's property.

The Landlord will be responsible for insuring the buildings and the contents belonging to the Landlord. We can provide details of Landlord's insurance which includes Emergency Assistance over as standard.

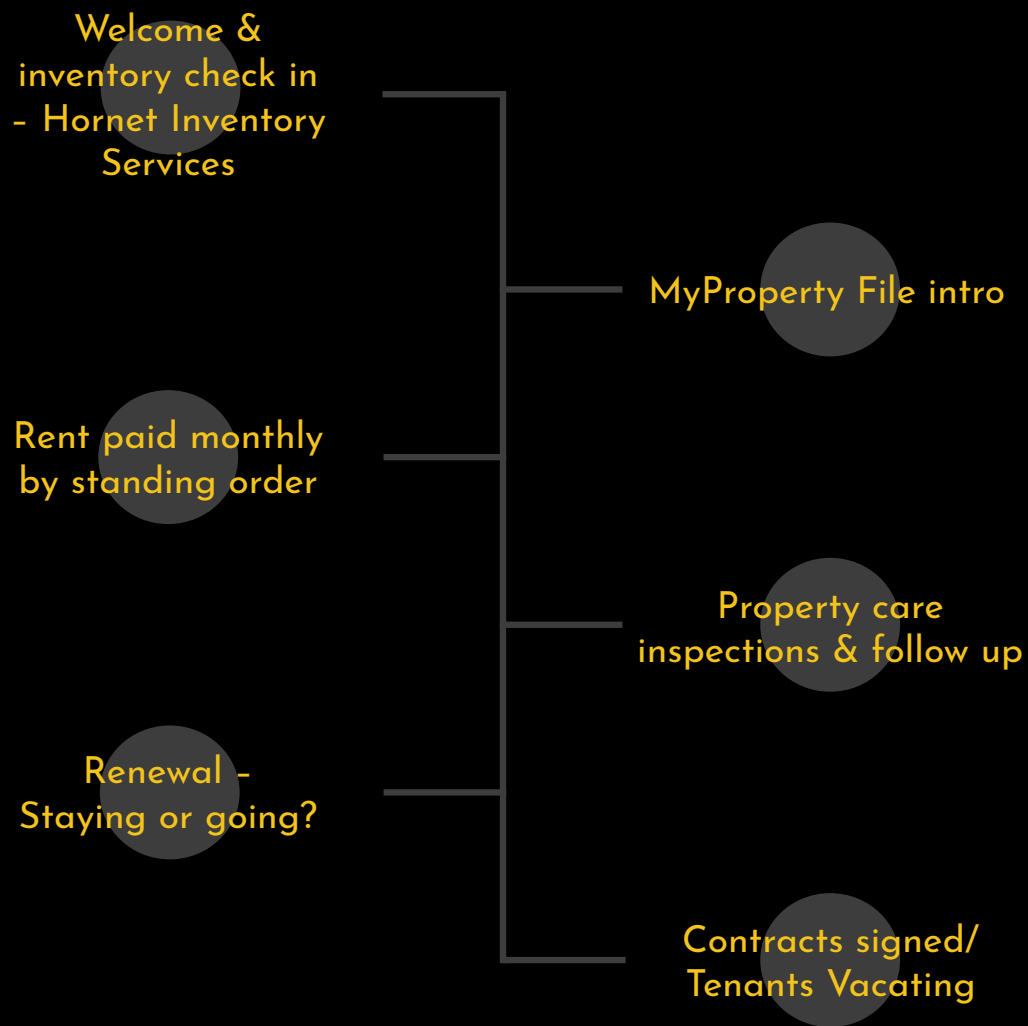
Tenants are advised to have insurance for your personal items along with a policy that covers you for any accidental damage caused to the landlord's effects. We can provide details of insurance if you so require when you come to the office to sign the contract.

Tenancy Deposit Protection

Since April 2007 all deposits held for an Assured Shorthold Tenancy must be protected by a scheme. If requested by the landlord, we will place your deposit into our account with the Deposit Protection Service. This is one of the three Government allocated deposit protection schemes.

If a professional inventory is not prepared, Warren Anthony will not be responsible for holding the deposit and this must be placed by the Landlord in a Government-authorised tenancy deposit scheme within 30 days of the start of the tenancy. Details of these schemes are available on request. At the end of the Tenancy no deductions can be made from the deposit without the written consent of both parties. If there is a dispute regarding the deductions the dispute will be resolved by one of the above schemes who will adjudicate and decide how the deposit should be returned. Full details of the scheme which protects your deposit is shown in the Tenancy Agreement. Further information can be obtained from the government website on www.communities.gov.uk/tenancydeposits.

DURING YOUR TENANCY



Rent payments

When a Tenancy is entered into by the Landlord and the Tenant the Tenancy Agreement will require the Tenant to pay the rent by standing order 48 hours prior to the rent due date. The Tenant will need to complete a standing order form which we will provide at the time of signing the Tenancy Agreement.

If the rent is not received within fourteen days of the due date, then charges will be applied to the account. Interest can only be charged at a maximum of 3% above the Bank of England base rate.

Inventory & schedule of condition

A professional inventory/schedule of condition must be prepared which records comprehensive details of the condition and contents of the property.

This will describe the condition of the inside and outside of the property, its contents and the garden and any other outbuildings if applicable. You will be given a copy after the check in if we manage the property. Otherwise you will obtain a copy of any Inventory direct from the Landlord.

As the tenant, it is your responsibility to ensure that you have received copies of all legal paperwork, contracts, inventories. If you do not have them then our offices will be happy to release copies to you.

Check ins & Check outs

An appointment must be made by the Tenant to be checked into the property on the day of completion. Although we will, where possible, be flexible with these times, the tenants will have to comply with the available times given for the meeting. If you are unable to attend on the day of completion the tenancy will still be deemed as started.

When we provide a full management service to the Landlord and an Inventory has been prepared, we arrange for an inventory clerk to check the Tenant into the property at the beginning of your Tenancy. The purpose of this check-in is to note the condition of the property and any contents shown in the inventory on the day that a tenancy commences, and to alert us and the Landlord to any minor repairs and maintenance that may be necessary.

When an Inventory has been prepared and the Tenant have been checked into the property by the Inventory clerk, we will arrange for an inventory clerk to check the property with the Tenant when the Tenancy comes to an end, although this is not always possible. This is to check that the property is left by you in as good a condition as when you moved in, and, if not, to note the items that have been damaged and assess any compensation payable to the Landlord. You will have to pay compensation to the Landlord for the damage. This sum will be deductible from the deposit with the written consent of both parties.

When we do not provide a full management service, the Landlord and you will be responsible for making the check out and key hand over appointment. In these circumstances, the Landlord should always attend the check in and check out as it is in your interests to do so and for your protection. If you are unable to attend, you should arrange for a third party to attend in your place.

Property visits

When we provide a full management service to the landlord, we shall carry out property visits on request of the Landlord or as required. We will give the Tenant seven days written notice of the date and time of the visit. Whilst it is preferred, you do not need to attend, but will need to confirm access. If our management team carry keys to your property, these will be used to gain access, if you are not present and have given consent for them to be used to gain entry. The primary purpose of these visits is to keep us aware of any minor repairs and maintenance that may be necessary

When we do not provide a full management service, the Landlord will arrange directly with the Tenant to gain access to check the property. A Landlord cannot access a property without the consent of the Tenant and must give at least twenty-four hours' notice in writing of the request for access, except in an emergency.

Fixtures & fitting

Over a period, some fixtures or fittings will become worn or loose. Please report these problems immediately as they will become worse the more you use them. You may be held responsible if a fixture or fitting breaks and its deterioration has not been reported by the tenant.

Utilities

The Landlord is responsible for providing the details of the suppliers of utilities including the telephone company to the property. It is essential that all service utilities and the local council tax office are informed of the intended occupation, and ensure a supply is available to the Tenant. Our company will do this on your behalf unless instructed otherwise. If the transfer of the utilities is not arranged the supply may be cut off. The Tenant is responsible for the payment of all utilities and council tax for the duration of the Tenancy.

It is the tenant's responsibility to ensure that the accounts are set up in the correct tenancy names. Once you have moved in, we will send you the suppliers' details, meter readings and contact numbers.

Notify currently acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.

Notify will only use your information for the purpose of council and utility registration, closing of council and utility accounts.

Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time.

Notify is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office.

Television & internet supply

It is the tenant's responsibility to ensure that you have checked what the television, internet & telephone supply is to the property (if any).

TV Aerials: Not all properties have a standard aerial supply. It is not the responsibility of the landlord or Warren Anthony to supply one. Properties without an aerial will not be able to receive free view. Even if there are aerial points internally this does by no means guarantee a current working aerial.

If there is already an aerial, then it is the landlord's responsibility to maintain it in working order.

Satellite Dishes/Installation: Many blocks of flats do not allow the erecting of a satellite dish. Though many blocks now have one communal dish either on the roof or in the roof.

Many flats in blocks have some form of cable television & internet access. If you erect a dish without prior permission from the freeholder or landlord then you may be instructed to remove it and be liable for any costs involved (including reparation of damage).

Phone Lines & Internet: The tenant is solely responsible for the costs involved in connecting phone lines & internet access into their chosen property. Warren Anthony & the Landlord cannot guarantee the current status of every property therefore the tenant is required to investigate prior to committing to the property.

It is not the landlord or Warren Anthony's responsibility to deal with any issues that arise if the tenant has not checked these supply details thoroughly prior to moving in.

Provision of keys

One full set of keys should be provided by the Landlord for each Tenant that is named on the tenancy agreement. This includes keys to all outbuildings and post boxes. If Warren Anthony is providing a Fully Managed Service, an extra set of keys should be provided for us to keep. Tenants should not have additional keys cut without the consent of the Landlord or the agent. At the end of the Tenancy the Tenant must hand all keys back to the agent or the Landlord. If any keys are not returned the Tenant may be charged for replacing the locks and keys.

If the tenant only receives one set of keys from the landlord, then please check with the agent whether the landlord is happy to pay for a second set to be cut.

Lost keys will be charged at cost price plus postage/delivery & labour
Written evidence available on request.

CHANGE OR RENEWAL OF YOUR TENANCY

Change of circumstances

If your circumstances change during the Tenancy and/or if you start to receive housing benefit, you must inform your Landlord and the agent immediately.

Renewals of tenancy agreement and notices

Prior to the end of the Tenancy we will approach the Landlord to ask if they wish to continue the Tenancy for a further fixed term or as a periodic tenancy. Once we receive the instructions from the Landlord that he wishes to renew then we will approach the Tenant to find out if they wish to remain in the property. The Tenant will be informed in writing of the terms required by the Landlord. The Tenant will need to make a firm decision in good time so that any new Tenancy Agreement can be prepared and signed by the parties to it prior to the renewal date.

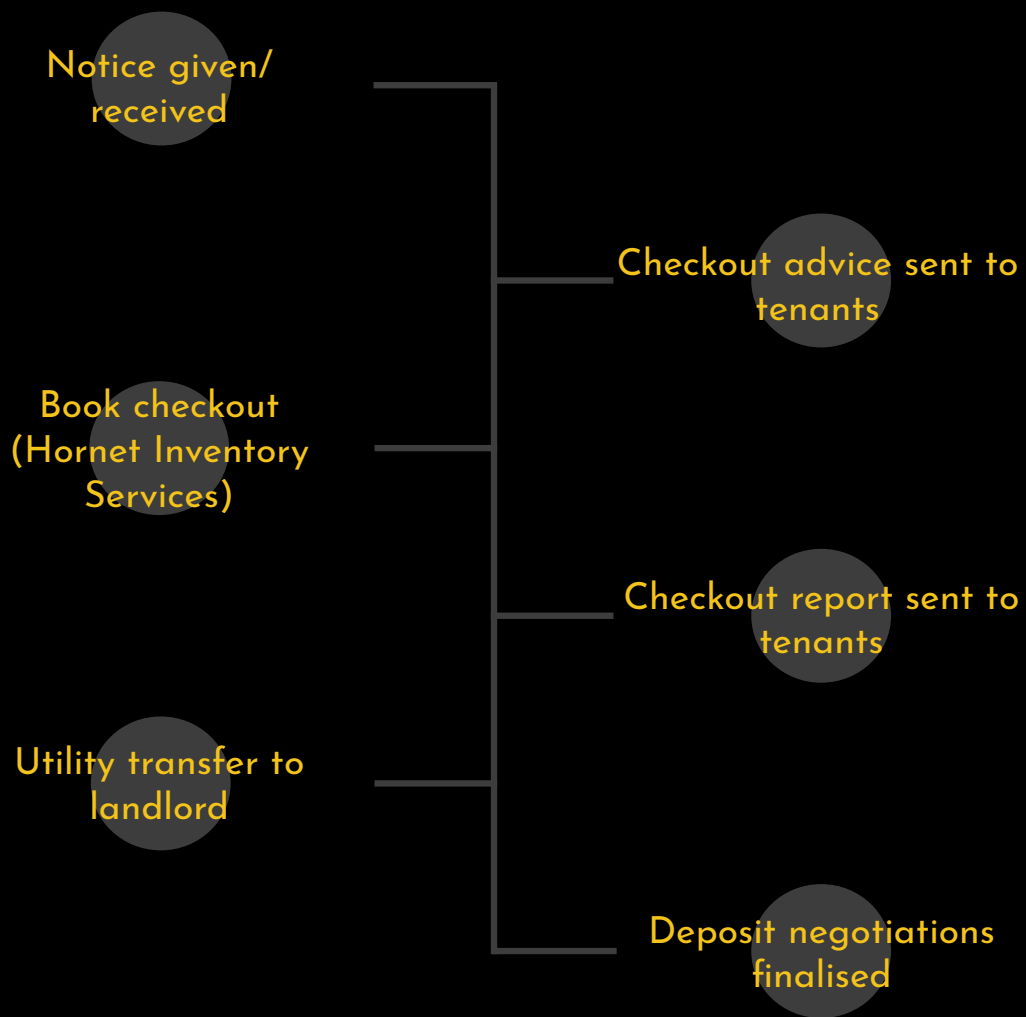
If the tenant needs to change the names on the tenancy or add names to the tenancy, this can only be done with the full agreement from the landlord. If the landlord agrees to such changes, any person added will need to be referenced and deposit details changed, this will be charged at £60 inclusive of VAT per reference.

If either party do not wish to extend the tenancy a Notice may be served upon the Tenant at least 2 months before the end of your Tenancy advising the Tenant of the date that they will be due to leave. If the Tenant does not comply with the Notice possession proceedings will be taken against you. The Tenant may be liable for all legal costs incurred.

Neither the Landlord nor the Tenant can give notice to end the Tenancy during the fixed term unless there is a break clause included in the Tenancy Agreement. Even if the Tenant leave's the property early their obligations remain until the Tenancy ends or the property is re-let (if the Landlord chooses to do so) whichever is earlier.

If the Tenancy becomes periodic the Tenant must give one period's notice in writing to the Landlord or the agent to end the Tenancy. The notice period must end on the day before a rent due date.

ENDING YOUR TENANCY



End of the tenancy

Prior to the end of the tenancy the Tenant must prepare the property. The property must be clean and tidy ready for any potential clients that we bring around to view.

Once we know that you are vacating the property, we will send you a check out advice sheet which outlines all the areas that you need to clean.

By the last day of the Tenancy the Tenant must have removed all their belongings from the property; leave the garden (if applicable) in a good condition with the borders weeded and the grass cut; and clean the property. The Tenant cannot go back to the property after the end of the Tenancy to carry out any cleaning or gardening. If the property is not left clean or the garden is untidy the Tenant may be charged for carrying out work. This money will be deducted from the deposit.

When the Tenant has cleaned, and checked all of the above, they must make an appointment with either your landlord (for a Let Only property) or your letting agent (for Managed properties) to come and carry out a final inspection with you.

This appointment should only be made when the Tenant is ready to hand back the keys and all their personal possessions have been removed.

The Tenant must provide a forwarding address to either your landlord or their letting agent.

The tenant will be charged rent daily for everyday the keys are kept after the last day of the contract.

Once the last rent has been paid/cleared, the Tenant must instruct their bank to stop your rent standing order.

Gas, Electricity, Water, Council Tax, Land Telephone, Internet, Cable, Satellite, TV Licence, etc - The Tenant must inform their suppliers with their moving date, meter readings and provide them with their forwarding address.

Please pay special attention to the following areas

Skirting boards

Plugs, sockets, windowsills

All internal doors & back and front entrance

Dado & picture rails where applicable

Banisters, balustrades and railings

Kitchen

Cupboards, including doors inside & out. Handles

Inside oven, shelves, inserts & door

Everyone forgets to clean above kitchen cupboards especially above the extractors

Hob

Kitchen tiles, work surfaces. Pay special attention to fat/food splashes near hob.

Microwave where applicable

Clean fridge-freezer inside & out, defrost

Clean floor

Washing machine - clean out soap drawer & rubber door seal

Clean dishwasher where applicable

Bathroom

Clean basin, bath & WC. Pay attention to pipes under & around these

Clean off any mould or mildew from walls, tiles, ceilings & windows ---

(DETTOL MOULD & MILDEW CLEANER) is recommended. Available from Wilkinson's and other major stores for approximately £2.50

Clean flooring

Clean & shine mirrors and chrome fittings where applicable

Clean shower screens or curtains (replace if necessary)

General

Clean carpets, windows and UPVC frames. Pay attention to any mould or mildew areas.

Scuff marks on walls, stairs and skirting's

Clean light switches and sockets

Clean off any mould or mildew from walls, tiles, ceilings & windows ---

(DETTOL MOULD & MILDEW CLEANER) is recommended. Available from Wilkinson's and other major stores for approximately £2.50

Outside

Properties with gardens are expected to be left in the same order as they were when the Tenancy commenced. I.e. Lawns cut, borders weeded, leaves swept up and all rubbish and discarded belongings removed.

Rent / standing order

Once your last rent has been paid/cleared, instruct your bank to stop your rent standing order.

Utilities

Gas, Electricity, Water, Council Tax. Land Telephone, Internet, Cable, Satellite, TV Licence, etc - Inform your suppliers with your moving date, meter readings and provide them with your forwarding address.

Meter readings

We would advise you to read the meters and make a note of the reading.

Forwarding address

Please ensure that you provide a forwarding address to either your landlord or your letting agent.

When you think have cleaned and checked all of the above, make an appointment with either your landlord (for a Let Only property) or your letting agent (for Managed properties) to come and carry out a final inspection with you.

NB: this appointment should only be made when you are ready to hand back the keys and all your personal possessions have been removed.

Advice

We advise that you keep on top of all cleaning and maintenance issues throughout the tenancy so that you do not need to rush when you have left. This means there is less likely to be any disputes leading to a delay in the return of your deposit.

We advise that you use an independent cleaning company at the end of the tenancy. We can supply contact details for reliable cleaners.

PERMITTED PAYMENTS

When you have agreed on the property of your choice, Warren Anthony will provide you with a Tenancy Fee Declaration. This helps explain not only the next stages of your application but any permitted payments which are due before you sign your Tenancy Agreement and any which may become payable during and after the tenancy. This will also include confirmation of the agreed rent and the deposit.

Below is a list of our current permitted payments. At any time you are interested in a property, please ask a member of staff for a full breakdown of permitted payments that may be payable before, during and after a tenancy.

Holding deposit (per tenancy). One week's rent.

This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Security deposit (per tenancy, rent under £50,000 per year). Five weeks' rent.

This covers damages or defaults on the part of the tenant during the tenancy.

Security deposit (per tenancy, rent of £50,000 or over per year). Six weeks' rent.

This covers damages or defaults on the part of the tenant during the tenancy.

Unpaid rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Lost key(s) or other security device(s).

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (Inc. VAT) for the time taken replacing lost key(s) or other security device(s).

Variation of contract (tenant's request) £240 (Inc. VAT) per agreed variation.

To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of sharer (tenant's request) £240 (Inc. VAT) per replacement tenant or any reasonable costs incurred if higher.

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early termination (tenant's request).

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Additional tenants paperwork:

References for new properties - £24 (inc. VAT)

Immigration paperwork drawn up - £60 (inc. VAT)

Breach of contract on the third letter - £24 (inc. VAT)

Client Money Protection is provided by The National Approved Lettings Scheme (NALS).

Redress through The Property Ombudsman Scheme.

Complaints

We are sure that you will be happy with our service. If you are dissatisfied in any way, please inform us immediately. If the complaint is not rectified to your satisfaction, please put it in writing addressed to Mr Warren Patmore at this office address. As the date of the end of your Tenancy Agreement approaches, we strongly recommend that you read the following notes to assist you in leaving the property in a good clean condition, which will in turn help to protect your deposit.

MOVING OUT CHECKLIST

Moving to a new house is one of the most stressful life events. This is a checklist to help your house move go as smoothly as possible. Start ticking things off at least one month in advance so you don't end up with too much to do in too little time.

One month to go

With one month before you leave the premises, it's a good idea to clear out your belongings. Local charities will be grateful for any surplus clothing, utensils, electronics or 'bric a brac'.

With one month's notice, inform the utility companies that you will be leaving in a month. Final meter readings (if necessary) are normally done at the end of the contract, but you can arrange for contract termination dates on:

- Phone/Internet
- Gas
- Electricity
- Water
- TV Licence

You may also want to arrange post forwarding or begin the process of informing businesses of your impending change of address.

At this time it may also be useful to consult with your tenancy agreement to see what might need to be done. Your agreement most likely specifies that your property should be returned in the same condition as when you moved in.

Two weeks to go

It's a good idea to start boxing and bagging up belongings in preparation for your move. Keep out things you are likely to use in the meantime, but by sorting this out now you'll be able to organise and prepare accordingly for the move.

With two weeks to go, it's also a good idea to arrange a removals van or make other arrangements to move your belongings to your new home. As cleaning and tidying is quite a big task, you might want to organise a professional cleaning service to help you organise the final clear-out and leave your property clean and tidy.

If you have a store of tinned goods or items in the freezer, plan your meals to use up as much food as possible in the meantime..

One week to go

You may wish to start the process of cleaning and tidying in the final week. Little and often is better than doing it all in one load.

If you haven't yet organised a removals company or made arrangements for your move date, you should organise this now. Also, if you're hiring a professional cleaner to help with the tidying then make sure it's all confirmed.

Other things to consider:

- Pet care
- Childcare
- Check the parking situation both at your current and new premises
- Dismantle larger items of furniture
- Is there anything you can move before the day?

Moving is hard work, so make sure you get as much help as you can get. In the days before the move you may also need to do the following:

- Defrost and clean fridge and freezer
- Clean outside areas such as garden, yard or balcony
- Store outside equipment in the store room, shed or garage

Move day

Make sure you've had a good breakfast as you'll most likely be using a lot of energy.

Make sure to clean and tidy the entire property to the standard outlined in your tenancy agreement.

If you need to take any photos for your records, then do so.

We may specify that you need to shut down certain facets of the property. These might include:

- Main power supply
- Mains water or gas supply
- Switch off power at the walls
- Lock or secure doors, windows, shutters and outside buildings

When you're finished in your old home, don't forget to check over it and make sure you haven't forgotten anything.

And, when you're done, don't forget to return all the keys and security fobs as stated in your tenancy agreement.