

## TENANTS GUIDE TO RENTING

The first step is to either contact Avani Property Management who will register your details and discuss your search requirements or fill out the enquiry form.

Think about your desired property type and location. It might be useful to discuss it with us and we would be glad to help you refine your search.

- Consider your "must have" criteria - what won't you compromise on?
- Budget - how much would you be prepared to pay for the right property?
- Length of tenancy - If you are after a short let, (less than 6 months) please refer to the section below for more information.
- When do you want to move? We recommend beginning your search around 6-8 weeks prior to your ideal move date.
- View a selection of properties from our portfolio. Your lettings negotiator will show you the best properties available in line with your requirements.

The property market moves very quickly. If you find the perfect property, one that suits the majority of your requirements, you may wish to place an offer on the same day - be prepared, it may be the first one you see!

### **Placing an offer**

Upon finding a suitable property, complete an offer form with your lettings negotiator, ensuring all your requirements are clearly stated.

### **Offer accepted**

Upon acceptance of your offer, you will be sent the Tenancy Agreement and other necessary documentation which should be read through thoroughly. Your lettings negotiator will be pleased to help should you have any questions.

Reference checks will be made at this stage - please ensure you can provide bank details and the contact details of your previous landlord, along with those of your employer.

Referencing charges apply.

You will also be issued with a statement of account for your initial payment. This will include:

- Rent for the first month.
- Deposit - equivalent to six weeks rent.
- Charge for checking the inventory at the commencement of the tenancy (the landlord is responsible for the payment of check-out).
- Any referencing agency charges.

Future payments for monthly rent are taken by Direct Debit in advance so please have your bank account details available to complete the form. Please note the signature must be an original as faxed copies are not accepted by the banks.

**Moving in**

Provided that all payments, documents and references are in order, your keys will be available for collection on the start date of the tenancy, usually from the office. Your negotiator will ensure that this is organised at a convenient time.

You will need to inform your utility providers that you have moved into the property and ensure that all accounts are transferred into your name as quickly as possible.

A copy of the inventory check-in report will be sent to you (usually by email) shortly after move-in. Should you have any comments or questions, they should be raised as soon as possible after receipt.

**What if I need help during my tenancy?**

You will be advised of the name and contact details of your Property Manager at the start of the tenancy, please feel free to contact them at any time to discuss any questions or problems you may have.

If your property is managed by the landlord, you should contact them directly for any maintenance issues.

**How does a short let differ from a long let?**

A Short Let Tenancy is for a term less than 6 months. All monies must be paid in full and in advance (including a 6-week deposit).

Normally utility bills are included in the rental amount, with the exception of telephone and broadband fees, payment of which will be detailed in your tenancy agreement. Please ask your lettings negotiator for any further information.