



## **TENANT FINDER SERVICE**

The Tenant Finder service costs a total of £150 and includes the following:

- I will visit you at your property to discuss with you a possible rental figure plus any advice on how to present your property to make the most of your investment.
- Any specific instructions on the type of tenant that you are looking for will be taken.
- A full summary of the property will then be done, for advertising purposes, together with photos taken inside and out.
- Your property will then be advertised in the local press, local companies, website, and of course word of mouth!
- Viewings will then be arranged with prospective tenants and application forms provided for completion.
- Tenant applications will then be scrutinised and references from present landlord, present employer, and banks will be applied for. A full credit check will also be done on your behalf if you so wish (this will be charged to yourself).  
Vetting of tenants is paramount to a confident letting!
- A tenancy agreement will then be put in place and signed by both landlord and tenant. (Copies for both parties )
- A full inventory of the property will be undertaken.
- All deposits will be placed in a government protection scheme (law since April 2007) with which Melbourne Lets is registered.

- Bank details of the tenant will be taken and all standing orders for rent transfer to your account set up.
- All meter readings taken and utility companies informed together with details of the new tenant.
- Gas safety checks will be organised and a certificate issued. (This will be charged to the property owner.)
- Any portable electrical appliances left at the property will be PAT tested and certificate issued. (This will be charged to the property owner.)
- Keys will be handed over to the tenant when all references etc. are in place and accepted by you, the property owner.
- From then on the tenant becomes your sole responsibility.

**NO TENANT-NO FEE**