



What Happens Once We Receive Your Application Form

Several things will happen before we formally offer you the tenancy – do not make any definite plans to move until we do.

1. Return your completed application form, non-refundable referencing fee of £150 per adult and requested documentation to us as soon as you can. We will not take the property off the market until this has been received and a credit check completed. If you require a Guarantor we need a fee of £60 and for them to complete a Guarantors application form.
2. We will carry out our referencing checks including a Credit Check and contacting your employers and current Landlords (if applicable). If there is a problem with any of these we may ask you to provide a Guarantor.
3. Once we have completed all the checks we will either confirm that you will be offered the tenancy, or give you an explanation as to why we can't.
4. If your application is successful, we will confirm a move in date with you and send you the documents via email to read through. If you have any questions please contact us.
5. On or before the day you move in you will come to the office with all named tenants on the tenancy agreement (and guarantor if required), and sign the contracts, pay the first months rent and deposit and the Tenancy Agreement Fee of £75+VAT. (Deposit and rent must be in cleared funds. If you are paying by Credit or Debit card or cheque it will need to be paid 4 working days prior to move-in to allow time for it to clear into our account). We will then give you the keys!

Moving Tips



Physically transporting your family and belongings to your new home can be the most stressful part of the whole moving process. With careful planning and a little preparation, much of this stress can be avoided.

We have put together a few tips and checklists to try and help you have a smooth move. Some may seem obvious, but in the stress and tiredness that comes with moving home, simple things may be overlooked or forgotten.

Tips

- **Plan ahead.** Before you start packing, have a clear out of unwanted items. Take a trip to the recycling centre or consider hiring a skip. Sell any items too good to throw away on-line or at a car boot sale. Donating some of your older clothes to charity can literally half your wardrobe.
- **Decided how much of the work you want to do yourself.**
 1. If you will be moving yourself hire a van and organise extra hands to help on the day. Don't underestimate how much stuff you have and make sure you hire a large enough van, and make sure you get as many helpers from friends and family as you can.

We have discount vouchers for a local Van Hire Centre for 10% off – if you would like one please ask!
 2. If you will be getting a removal firm to move you, contact several to get quotes and check availability for the day you want to move. Try and use a company registered with the British Association of Removers (BAR).



- **Plan your packing – it will take longer than you think!**
 1. **Make sure you have the right boxes** for moving house. Always use strong packing boxes, particularly for heavier items, otherwise your belongings may end up on the pavement. Stronger boxes are normally made from corrugated cardboard. When making your box, use plenty of parcel tape. This will ensure the box is strong and that there is no risk of the bottom falling out when you pick it up full of crockery! Go to www.nowletsmove.co.uk if you want to buy moving packs, tape and protective wrappings etc. and enter code LM10009 to receive a free gift.
 2. Make sure particularly **valuable and breakable items** are sufficiently covered under your home insurance policy. Your treasured belongings are far more likely to be damaged when moving.
- **Inform your utility companies** that you are moving and give them your new address. It can take several weeks to get services transferred. We have provided you with a 'check list' of people you may want to inform.
- **Have an 'essentials box' for the day you move.** Make sure you take it with you in the car when you move. A box containing coffee, tea, some light snacks, cups and a kettle may be welcome soon after you arrive! A few cleaning products may be good too, just in case your new home isn't as clean as you hope.



Top 10 Packing Tips:

1. Keep similar room items together. This will make unpacking much easier.
2. Label the boxes with the contents. This avoids having to open the boxes to find out what's inside and where you want them to go.
3. Keep important documents safe. Birth Certificates, passports etc. Make sure you unpack them before they get thrown away in error or buried in the loft!
4. Don't overfill your boxes. It is better to have lots of smaller boxes containing heavy items such as books and CDs to make lifting easier. If you pack heavy things with other items place the heavier ones at the bottom of the box and lighter items on top.
5. Fragile items should be packed individually with plenty of padding and label the boxes accordingly. Use newspaper, tissue or bubble wrap, and make sure the items can't move around inside the box.
6. Storing packed boxes. Try stacking your boxes in one place as a pre-staging area ready for the move, this will help keep the house clear of clutter while you pack the rest of your stuff.
7. Unpacking. Use the new garage or spare bedroom to store boxes before unpacking, this will avoid too much clutter and enable you organise the furniture quickly. If this is not possible make sure the boxes are labeled with which rooms you want them to go to.
8. Food. Don't do a big food shop a few days before moving! It is a good opportunity to use up frozen leftovers or tins that have been in the cupboard a while. On moving day consider ordering your favourite takeaway to keep everyone happy and avoid the hassle of preparing food on your first night.
9. Recycle your cardboard. It's surprising just how much cardboard you'll have after the move. To avoid being surrounded by empty boxes for days, spend an hour dismantling them and take them to the recycling centre.
- 10. Don't forget the essentials box!**

Arriving at the new house.



- **Check for damage.** Arriving at your new home can be a very exciting time, but it's important to inspect the house thoroughly before you unpack. You will be given an Inventory of the condition of the property to check. You should note any damage or problems in this document if it is not already mentioned.

- **Check for items being left behind.** Check to see if all items included on the inventory are in the property and alert us if there's anything missing.

- **Take meter readings.** Make sure you take meter readings and give them to the utilities companies as soon as you can.



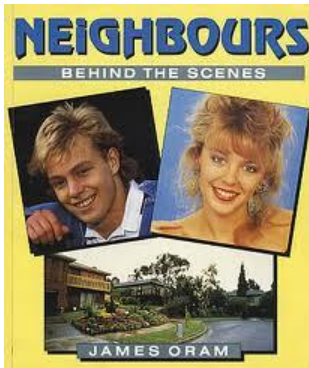
- **Identify potential hazards.** Have a look around the property for potential hazards. If you have a young family or pets, make sure you keep them close and confined to safe areas while you unpack. If the property is on a road, make sure everyone is safe from passing traffic. It will take children and pets a few days to familiarise themselves with their new surroundings so it's very important to supervise them closely to begin with.

- **Review rooms for unpacking.** Once you've made your initial checks, make sure you know where the furniture will be going! Identify a dumping room or area for any non



essential items that will need to be unpacked over the coming days - a spare bedroom or garage may be good for this. This avoids having boxes scattered in every room and will enable you to get the main pieces of furniture organised relatively quickly.

- **Make sure you make the beds as early as you can so you can crash out later!** Try to make this a priority. There is nothing worse than being totally exhausted after moving boxes and furniture all day, then when all you really want to do is climb into bed remembering you have to put it together and put on the bed clothes first.



- **Meet the neighbours!** As soon as you can, introduce yourself to the neighbours. This will help break the ice and is far easier to do when you first move in. Let the neighbours know if you need to park on the road to unload as this can create access problems for homes nearby. Informing them this is going to happen with a friendly smile, rather than them discovering the problem, will make you more welcome to the neighborhood, and get you off on the right foot.

- **Don't forget to think about what you are going to eat on the day!** It might be a good idea to make up some sandwiches the evening before and put them in a cold box to go in your car. It is important to make sure you and your helpers are not running on empty! This is when tempers usually begin to fray!

You may want to get a take away on your first night – one which doesn't need a plate and cutlery may be a good idea so you do not have to unpack them before you can eat! Plastic cups in your essentials box will make excellent wine glasses! Fish and Chips and a bottle of wine or champagne is a good choice!



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Who to contact when moving house.

You'll need to notify everyone on your list with details of your new address and contact details. You may also decide to send family and friends some directions.

Nowadays it's quicker and easier to do this online. You can even send e-cards to save on postage! If you plan to use a mail re-direction service contact the post office without delay as this can take a week or so to setup.

Who to contact - Check List

Our checklist below should help you keep track of who you've notified, and when you sent your notification.

Services.		Company /Account No	
1.	Water company	<input type="text" value="company names"/>	<input type="text" value="date"/>
2.	Gas company	<input type="text"/>	<input type="text"/>
3.	Electricity company	<input type="text"/>	<input type="text"/>
4.	Telephone company	<input type="text"/>	<input type="text"/>
5.	Broadband provider	<input type="text"/>	<input type="text"/>
6.	Satellite/cable company	<input type="text"/>	<input type="text"/>
7.	Mobile phone Provideer	<input type="text"/>	<input type="text"/>
Finance.			
1.	Banks	<input type="text" value="company names"/>	<input type="text" value="date"/>
2.	Building societies	<input type="text"/>	<input type="text"/>
3.	Loan companies	<input type="text"/>	<input type="text"/>

4.	Credit card companies	<input type="text"/>	<input type="text"/>
5.	Others	<input type="text"/>	<input type="text"/>

Insurance.

1.	Car insurance companies	<input type="text" value="company names"/>	<input type="text" value="date"/>
2.	House insurance company	<input type="text"/>	<input type="text"/>
3.	Life insurance company	<input type="text"/>	<input type="text"/>
4.	Breakdown service	<input type="text"/>	<input type="text"/>
5.	Pet Insurance	<input type="text"/>	<input type="text"/>

Authorities.

1.	Inland revenue	<input type="text" value="organisation name"/>	<input type="text" value="date"/>
2.	Local authority	<input type="text"/>	<input type="text"/>
3.	DVLA	<input type="text"/>	<input type="text"/>
4.	School	<input type="text"/>	<input type="text"/>
5.	Others	<input type="text"/>	<input type="text"/>

Other.

1.	Doctor	<input type="text" value="establishment name"/>	<input type="text" value="date"/>
2.	Dentist	<input type="text"/>	<input type="text"/>
3.	Optician	<input type="text"/>	<input type="text"/>
4.	Others	<input type="text"/>	<input type="text"/>