



TENANT FINDER SERVICE

The Tenant Finder Service costs a total of £195 and includes the following:

- We 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 photographs taken inside and out.
- Your property will then be advertised in the local press, through local companies, Melbourne Lets website, and of course word of mouth! A TO LET board will be displayed outside the property.
- 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 will be taken. Proof of finances will be asked for to include salary slips and bank statements or accountant's confirmation. Vetting of tenants is paramount to a confident letting!
- A draft Tenancy Agreement will then be sent to both landlord and tenant for their perusal. At this point, any amendments can be made.
- A full inventory of the property will be undertaken.
- All deposits will be placed in the Deposit Protection Scheme (law since April 2007) with which Melbourne Lets is registered.
- Your bank details will be passed to the tenant who will set up a standing order for rent transfer to your account.
- All meter readings taken and utility supplier information given to tenant to set up their new account.
- Gas safety checks can be organised if necessary and a certificate issued. (This will be charged to the property owner.)
- An Energy Performance Certificate can be arranged. (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.
- Copies of the signed Tenancy Agreement and Inventory will be provided to landlord and tenant.
- From then on the tenant becomes your sole responsibility

***** NO TENANT, NO FEE*****