

MAKING AN APPOINTMENT FOR US TO CARRY OUT THE INITIAL PROPERTY VIEWING / INSPECTION WITH YOU

1. WHICH SERVICE/S ARE YOU REQUIRING?

Find a Tenant Only Find a Tenant + Sign-Up Income Management
Essentials Housing Management All-Inclusive Housing Management

If you wish to take-up either of the Find a Tenant services, please tell us:

- The date the existing Tenancy Agreement for the property terminates (if applicable):

- The date you wish to start advertising the property:
- The date by which new tenants need to be in:
- Access arrangements: please confirm you will provide us with keys to conduct viewings? YES/NO
- Access arrangements for tenanted properties: please confirm you are happy for us to inform the tenants of viewings (ensuring we give at least 24 hours written notice): YES/NO
- Name/s and contact details of existing tenants:

If you wish to take-up either of our housing management services, please note:

An Initial Property Inspection must be carried out when we first view the property. This should take no longer than half an hour. The cost is £60 for the Essentials Housing Management service, and £100 for the All-Inclusive Housing Management service (reduced to £40 and £60 respectively if the property has been accredited by the local council within the past 9 months). This money is payable in full and is non-refundable should the property fail the inspection and Landlord does not make necessary changes. It can be paid before or during the inspection.

NEXT STEPS

We will contact you to arrange a date and time for the initial property visit/s.

Please note, the following documents must be provided at or before the visit/s:

- ✓ Photographic ID (passport or driving license)
- ✓ Proof of ownership (deeds, mortgage statement etc.)
- ✓ Confirmation of buy to let mortgage or permission from mortgage lender
- ✓ Confirmation of permission to sub-let if Landlord is a leaseholder

And the following documents before we can commence with any service:

- ✓ a copy of the current Gas Safety Certificate
- ✓ a copy of the Electrical Safety Certificate
- ✓ a copy of the Energy Performance Certificate (EPC)
- ✓ a copy of the current buildings insurance certificate

Thank you for completing this form. Please return to our office in person or by post to: Redcar and Cleveland Community Heart Building, Ridley Street, Redcar, TS10 1TD. Alternatively, you can scan/photo this form and email us at: [**contactus@ethicallettingsagency.co.uk**](mailto:contactus@ethicallettingsagency.co.uk)

ADDITIONAL PROPERTY DETAILS

PROPERTY TYPE: HOUSE: semi-detached detached bungalow

UPPER FLAT (what floor:) LOWER FLAT MAISONETTE

OTHER:

IS THE PROPERTY CURRENTLY TENANTED? YES / NO NUMBER OF TENANTS:

APPROXIMATE AGE OF PROPERTY:

WHICH TEESSIDE BOROUGH IS THE PROPERTY SITUATED WITHIN?

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Continue on separate sheet if required...