

**Thank you for choosing to rent a property through Property Moves, in order to make your move as stress free as possible we have made a list of points that would assist us to help you move into your chosen property.**

### **References**

Please ensure that your reference forms (Inc guarantor) are filled out and returned **within 2 days** in full with all boxes completed (i.e. phone numbers, contact names, post codes and email addresses) and that you write clearly in block capitals. Please also advise your employer and Landlord that we will be contacting them to obtain a reference as failure to receive this information may delay your move date.

If a Guarantor is being supplied we will also send them a Contract of Guarantee confirming they are happy to act as guarantor, this has to be signed and returned to us before you can move in.

### **Check in/Move day**

Once all references are complete and you have been accepted for tenancy we will contact you to arrange a time and date to move into the property. (Please note that we are unable to do check-ins on a Saturday). **All tenants need to be present at the office to sign the contract on the move date as keys may not be released until the agreement has been signed by all tenants and monies paid in full.**

### **Payment**

Cleared funds are required **48 hours prior** to check in as keys will not be released until all monies are received. The following methods of payments are accepted:

- Bank Transfer - Please allow sufficient time for this to reach our account in accordance with timescale above\*

- Cash - We **do not** accept cash in the office. If you wish to pay with this method it needs to be paid over the counter at any Barclays bank 48 hours prior to your move date\*

\*Please note any payment made into our account must be accompanied with the following reference so we can determine who the payment is from. **Ref No:** \_\_\_\_\_ and please ensure enough time is given to ensure it hits our account at least a day before move in, please note monies transferred into our account cannot be tracked on a Saturday.

Bank details - Act No: 40168777, Sort Code: 20-12-75, Act Name: Property Moves.

### **Property Moves point of contact**

Should you have any questions during the referencing stage please contact **Carla/Shelby** in the Management Department **on 01273 706607** option **1** or **2** between the following hours Monday to Friday, 9 – 5pm (Please note we shut for lunch between 12-1pm). Alternatively you can email to **carla/shelby@propertymoves.co.uk**