

Thank you for choosing to rent a property through Property Moves, below we have made a list of points that would assist us to help you move into your chosen property. We know it is potentially a long time away before the tenancy starts, but we aim to complete your references as quickly as possible to ensure your move is stress free.

References

- All reference forms must be filled out in full and returned **within 3 weeks** of the date you put down your holding fee on the property. **Failure to return these documents will result in you forfeiting your holding fee and the property going back on the market**
- Once returned we will then send your guarantor a Contract of Guarantee confirming they are happy to act as guarantor which has to be signed and returned to us before you can move in.

All tenants need to be present at the office to sign the contract on the move date as keys will not be released until the agreement has been signed by all tenants and check in monies are paid in full. Please note we can not check you in on **Saturdays**

Payment

Cleared funds are required **5 days before** check in as keys will not be released until all monies are received. The following methods of payments are accepted:

- Credit or debit card, 3% and £1 charge respectively
- Bank Transfer - Please allow 5 working days for this to reach our account*
- 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*

*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:** _____

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 either **Malika or Mahasin** in the Management Department on **01273 706607** option **1** or **2** between the following hours Monday to Friday between 9am & 12pm and 1pm & 5pm. Alternatively you can email to **malika@propertymoves.co.uk** or **mahasin@propertymoves.co.uk**