



## FINDING SERVICE - TERMS OF AGREEMENT

FINDING SERVICE 85% of one month's rent (minimum £350.00 + VAT) + advertising and VAT to include the following services

1. Arrange a consultation visit with you to view the property, advise on aspects of letting and decide the rent and any restrictions on the tenant.
2. Measure, photograph and take notes about the property so that we can insert accurate advertisements in our window, and on the internet. Erect Property To Let board if required.
3. Find a suitable tenant from our records or advertising.
4. Carry out accompanied viewings to the property and conduct negotiations.
5. Vet the prospective tenant to ensure no adverse credit history or outstanding County Court Judgments; take references from previous landlords, employers, personal referees.
6. Advise you when references are complete to obtain your permission to proceed.
7. Compile the necessary notices and tenancy agreements for your and the tenant's signatures.
8. Prepare an inventory of contents and condition using photographic evidence if required.
9. Obtain the first rent and deposit prior to move in.
10. Hold the deposit for the duration of the Tenancy and issue Tenancy Deposit Certificates to the tenants and you.
11. Move the tenant into the property, reading the meters and instructing the tenant on utility and services management.