

BREAKDOWN OF WHAT ADMINISTRATION FEE IS FOR

In brief:

To show you appropriate properties to let and help you negotiate a rent to secure it.

To advise you on property matters and organise any requests you may have regarding removal or supplying of furniture/cleaning/decorating etc.

To provide you with an official receipt for your deposit stating clearly the terms and conditions.

To provide you with a legal, fair and up to date Tenancy Agreement.

To provide your Guarantor with a legal, fair and up to date Guarantor contract.

To provide you with application forms and a checklist, ensuring your process for your move in runs smoothly.

To carry out any referencing if applicable, for you and your guarantor.

To assist with setting up a standing order for future rents

To advise you on any legal issues.

To be your representative to the Landlord up until your move in date.

To co-ordinate you and your group in ensuring all paperwork, funds and any other requirements are complete in time for your move in date.