



## NEW TENANT CHECKLIST

Here's a checklist of the things we'll need from you before your application is complete and you can move in to your property.

### **PAPERWORK** (deadline = within 14 days of application)

- **Application Form** – completed and signed
- **ID** – provide photo identification
- **Guarantor Agreement** – complete with photo ID and proof of address
- **Tenancy Agreement** – signed by all tenants in the Property

### **PAYMENTS**

- **Holding Fee** – paid in full within one week of application
- **First month's rent** – paid in full by end April 2012
- **Post dated cheques** for remainder of the Tenancy – 3 termly cheques dated 26 September 2012, 26 January 2013 and 26 April 2013 handed in by end April 2012

**Please ensure you meet the deadlines given to avoid delays in moving in to your Property.**

Then, nearer the time, please **contact us** to arrange a date for you to pick up your keys. You should assign one member of the household to collect all keys for the property.

Please help ensure your Tenancy application runs as smooth as possible by sharing this checklist with your housemates.

### **Beech Properties**

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