

Check in inventory and key collection

Key collection / check in date should be after the tenancy agreement commencement date

Check in appointment

Inventory company will contact the tenant and agree a date and time

Tenant can also contact the inventory company to set up the meeting

For joint tenancies ideally at least two individual tenants should be present for the check in and key collection

Meet at the agreed time and date and the inventory company will conduct check in and hand over keys

Inventory company will contact the tenant, also the tenant may contact the inventory company, details are , SRP Inventories, Tel 0203 670 6600, Email info@srpinventories.co.uk, www.srpinventories.co.uk

Required payments

Please check the tenancy agreement and ensure to transfer the appropriate funds to the landlords' account as per the dates specified on the tenancy agreement

Professional cleaning

The property will be professionally cleaned prior to check in

Once keys are collected if there are any area require further cleaning please ensure to inform as soon as possible within twenty-four hours of the check in. If it is beyond twenty-four hours, then it will be outside the cleaning company's guarantee period

Maintenance required

If there are any maintenance items required, then please make a list of items, and inform by completing the form as soon as possible

<https://www.kingstonlettings.com/maintenance-request.html>

Utility service providers

The property will have continuous gas, electricity and water services connected. Once check in is complete and keys collected the tenant to contact utility suppliers and change the account name to the incoming tenant names. Check in report will have the meter readings and the supplier names. If current supplier names are not known, then use the links below to locate these

Who is my gas or electricity supplier?

<https://www.ofgem.gov.uk/consumers/household-gas-and-electricity-guide/connections-and-moving-home/who-my-gas-or-electricity-supplier>

Who is my water supplier?

<https://www.ofwat.gov.uk/households/your-water-company/map/>

Who are the internet suppliers in the area?

<https://switchly.co.uk/>

<https://www.whoismyisp.org/>

Useful contact list as below

<https://www.kingstonlettings.com/useful-contacts.html>