

## **Procedure at viewings**

Complete the viewing confirmation online prior to the viewing or prior to entering the property

All prospective applicants to meet in front of the property

Do not knock on the door or ring bell as the appointment is with Kingston Lettings and not with the current occupants

Highly recommend that all the members of the tenant group view the property

Please have the student or photo identification for inspection

At commencement of tenancy the property will be professionally cleaned prior to the check in inventory and key collection

Check in inventory will record landlords' beds, mattresses, study desks, study chairs, wardrobes, if there is a lounge area sofa, fridge freezer, cooker oven, washing machine detailing the schedule of items, condition of the property

Do not waste time exploring the current occupants' personal possessions

At commencement of tenancy the property will be free of current occupants' possessions

Do not disturb or interrupt or have conversations with the current occupants as the appointment is with Kingston Lettings

Highly recommended to view the property taking notes on space, no of rooms, furniture, amenities, suitability, location etc. Etc.

Always ensure to stay with the person conducting the viewing

Always ensure to stay within the group

Do not wonder or walkaround the property individually

If the applicant has further questions, please email as there are other viewings and allocated time constraints

If the potential applicant like the property and wish to make an offer to take up the tenancy then please use the web site at

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

## **Additional precautions**

Always ensure to use minimum time as possible inside the property and discuss any questions the applicant may have outside the property and by email

Unless necessary ensure not to have any conversations inside the property

Always ensure to keep two meters away from any other person at the property

Always ensure to wear a mask during the viewing inside and outside the property

Always ensure to sanitise hands prior to entering the property

Always ensure to bring own sanitising wipes or gel to minimise contact with each other

Always ensure not to touch any surfaces including handles

Doors will be opened and closed by the person conducting the viewing

Always ensure to sanitise the surfaces if inadvertently been touched

Please inform whether any person within the viewing group who has returned from abroad or has been in close contact with a confirmed case of COVID-19 in the last 14 days and or self-isolating