

Check in inventory and key collection

Once the tenancy agreement is signed and the required funds according to the tenancy agreement is received by the agent or landlord next steps will be to check in and key collection

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

Check in appointment

Agent/landlord and inventory company will contact the tenant and set up a date and time

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

Meet in front of the property on the check in date and time and the inventory company will conduct check in and hand over keys

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, Landlords' bank details are on the emails sent and if bank details are required then please email info@kingstonlettings.com

For the initial payments if there is no sufficient time to set up a joint account therefore highly recommend individuals to transfer to one of tenant's bank account (normally the lead tenant's account) and then one person (normally lead tenant) to transfer the total due amount to the landlord's bank account

Normally for household expenses highly recommend setting up a joint account with more than one tenants name on the bank account

Professional cleaning

The property will be professionally cleaned prior to check in and key handover

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

Maintenance required

If there are any maintenance items required, then please make a list of items, and inform by completing the form as per link here 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's name. Check in report will have meter readings and if available the supplier names. If current supplier names are not in the check in report, then please use the links below to locate these

Who is the 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 the 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>

For other services search on the internet for the local council services