

▶ When will I receive payment?

Payment is processed on the last working day of the month. Should this fall on a bank holiday, payment will be processed the working day before.

▶ Will I receive payment the same month my tenants move in?

You will receive your first payment the same month the tenants move in. For example; if the tenancy start date is the 16th March, the payment will be processed on the last working day of March.

▶ What legal documentation is required to let a property?

Landlord Gas Safety Certificate Valid for 1 year and required in any rental property which has fixed or portable gas appliances present. Move have qualified gas safe engineers who can arrange this on your behalf if required.

EPC (Energy Performance Certificate) Valid for 10 years and required for any sales or rental property on the market. The EPC must also be valid should existing tenants opt to renew their tenancy. It is unlawful to let a property that does not achieve a minimum Energy Performance Certificate rating of E or above. You can check whether an EPC is in date and compliant by logging onto the EPC register and searching by postcode.

▶ What is a Legionella Risk Assessment?

Legionella is a group of bacteria that causes Legionnaires disease/Pontiac fever. Often found in domestic showers/waterpipes. The assessment checks for ideal breeding conditions i.e. cold water above 20 degrees/ hot water below 50 degrees, water stored in systems and not used for a period of time. As a landlord you are legally bound to keep properties free from Health hazards under Section 3(2) of the Health and Safety at work act 1974, legionella is covered under this.

▶ How does the Deposit work?

All Deposits are registered with the Deposit Protection Scheme. The deposit (maximum of 5 weeks rent) is registered within 30 days of receipt. At the end of the tenancy MOVE will arrange for a checkout inspection to be carried out by an independent third party who will refer to the original Inventory condition report. A dilapidations report will be issued to the tenant noting any costs for damages (if applicable) and instruction will be made to the DPS to release the remainder of the deposit.

▶ What is an Inventory Condition Report?

A property Inventory contains photographic and written evaluation of the property in its current condition prior to tenants moving in. Checks carried out during the inventory include working fire alarms, meter readings, note of present wear and tear in addition to cleanliness.

▶ Notices / Rent Increase / Tenancy Renewals

Rent Increase [Section 13] – Minimum notice period: 1 month in line with rent due date. Once served, you cannot serve another rent increase for at least 52 weeks following.

Non fault Eviction [Section 6a] – Minimum notice period: 2 months to expire at the end of the fixed term.

Tenants Notice To Vacate: Minimum 1 month to expire at the end of the fixed term. Should a tenant continue onto a monthly periodic they can give one months' notice at any time.

Tenancy Renewal: We will notify you within two months of the fixed term expiry and give you the option to consider serving a tenancy renewal/ rent increase. Working with your best interests our director, George, will personally evaluate the current tenancy and advise based on the current market value.

MOVE 5 Step Letting Process



Tenancy Referencing Explained

All tenants undergo an Application Phase which involves referencing. We use Homelet to carry out all references on prospective tenants applying for tenancy. Homelet obtain Employment information, previous Landlord References, credit checks and proof of address. From the reports, as an agent we check that based on the information supplied the tenants are suitable for the tenancy application.

What is involved in Tenancy Preparation?

Whilst the Application phase is underway, we ensure all documentation, certificates, keys and works orders are booked and completed in preparation for the tenancy start date. Once the application phase is complete and proceedable we send the Assured Shorthold Tenancy agreement for signature online and make arrangements for the transfer of rent and deposit prior to key collection.

Check In

The tenants collect their keys from our office. All documentation including certificate copies and signed agreements are sent via email. The tenants are given 7 working days to make any amendments to the Inventory upon move in. We inform Utility providers including Council and Water of the Tenancy starting.

Support throughout the Tenancy

Regular inspections are conducted to ensure the property is well looked after and any maintenance issues dealt with in a timely manner. We ensure all legal documentation is kept up to date and compliant with the latest regulations throughout the tenancy. Tenants also have access to Fixflo, an online maintenance platform to register any defaults that may occur.

Re Let / Renew

When the time comes for your tenant to move on, we request a minimum of onemonth notice. Giving ample time to remarket and source a new tenant, hassle free for a smooth transition.