

BRANCH CHECKLIST - NEW TENANT

TENANT FIND

NAME: Miss A Lipscombe

PROPERTY: Flat 26, River Meadows, Water Lane, Exeter, EX2 8BD

PROPOSED DATE OF ENTRY: 1 | 11 | 2014 .

TIME:

	Date	Signed	
Service agreement from LL	✓	SS	Email to CAD
EPC completed	✓	SS	Save to RPS 'pictures'
Gas Safety Cert (only if provided by LL)			Email to CAD
Applicant affordability checked (pcm rent x 30 = £ annual income req'd)			Note in RPS
Guarantor discussed if necessary (must be homeowner & solvent)			Note in RPS
Applicant details discussed with LL for instruction to proceed (inc pets, HB etc)			Note in RPS. Register applicant/s on RPS
Brief history forms completed for all applicants 18 yrs & over. plus guarantor (if applicable)			Email to CAD and save to RPS
Referencing monies banked (for all applicants & guarantor) Enter Amount	✓	£ 90	Note in RPS
Daily Transaction Sheet completed for fees			Email to Accounts and save to RPS
ID obtained for each applicant & guarantor. Photo (passport, driving licence etc). Address (utility bill, bank statement etc)	✓	SS	Save to RPS – Complete Applicant 'ID Check' section
Advise CAD of any special conditions (for consideration)			Email to CAD & add a note in RPS
Send/Email O Let Agreed STC to LL & T	✓	SS	Email Checklist to CAD
Van Mildert Rent Guarantee & Legal Expenses Insurance			Referred for quote? Y/N Note in RPS
Email from CAD to confirm applicants approved			Diarise completion date in RPS
Tenancy agreement received, signed & witnessed by tenants and guarantor (including guarantor deed, if applicable)			Verify or check received at CAD
Receipt received for monies demanded on Entry Statement			Verify, save receipt to RPS & copy to CAD
Deposit paid by bankers draft (payable to LL)			Verify, save copy to RPS & copy to CAD
Issue tenants a copy of the EPC			Note in RPS
Issue keys to tenants			Photocopy keys & save picture to RPS
Send signed TA to the LL for signature with an SAE for return to CAD			Save to RPS and email copy to CAD