

Tenant's Guide to Moving In

A step by step guide to your move in

1	<p>Pay holding deposit</p> <p>This is equivalent to 1 week's rent and secures the property for you, subject to contract. This is only refundable if you move into the property and is refunded as a deduction from your total deposit payment.</p>
2	<p>Complete your Tenant Shop form</p> <p>This entitles you to get great energy rates from utility provider Scottish Power. Please fill in to see if you can save money on your energy bills. You could also get broadband set up before you move in. You may opt out if you wish.</p>
3	<p>Complete Credit Builder</p> <p>This <i>must</i> be completed within 48 hours of payment of the holding fee and includes all your referencing.</p>
4	<p>Pay rental deposit (total deposit minus holding deposit already paid)</p> <p>This <i>must</i> be done within 5 working days of acceptance, otherwise the property will be put back on the market and your holding deposit will be lost. The total amount will equal 5 week's rental payments.</p>
5	<p>Pay your agreed initial rental amount</p> <p>This <i>must</i> be paid no later than 24 hours before you move in</p>
6	<p>Sign your rental agreement</p> <p>This is the legally binding contract which entitles you to rent the property for at least 6 months</p>
7	<p>Move in</p> <p>Enjoy your new home!</p>

Signature	
Date	