

## It's time to move out

When the time does come for you to move on, please make sure that you:

- Return your keys to us on time or you will be charged additional rent.
- Provide us with a forwarding address.
- Remove any rubbish.
- Check through your inventory.
- Put all furniture in the rooms they are in on the inventory.
- Get meter readings and final bills.
- Arrange a check out appointment with your property manager.
- Let us have your bank details so we're able to pay your deposit back.

Once you've left the property, we'll check it over and if everything's okay you'll receive a break down of your deposit 10 days after you leave. Oh and let us know if you need a hand finding your next property too!

So good luck and we hope to help you find the home of your dreams very soon!



A tenant's  
essential guide  
to letting

### Where we are

You can find Julie Twist Properties  
at the very heart of the city centre:

249 Deansgate  
Manchester, M3 4EN

T: 0161 834 8486

F: 0161 839 1400

E: [info@julietwist.com](mailto:info@julietwist.com)

[julietwist.com](http://julietwist.com)

## Deciding to rent a property

Deciding to rent a property, much like deciding to buy a property can be exciting and daunting in equal measures. But with our help it could also be one of the most seamless, hassle free experiences of your life too.

As the first city centre estate agency in Manchester, we've been helping people find quality properties and landlords to find quality tenants since 1994.

So if you're looking to rent a city centre property, you can trust us to help you find the perfect one.

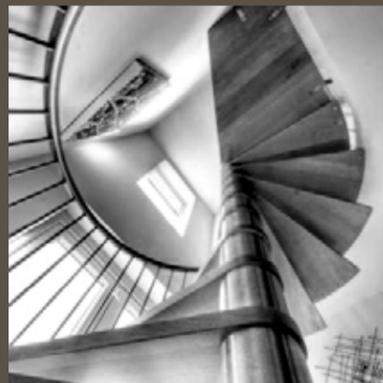


## Talk to us

Please be honest with yourself and us from day one.

- Set yourself a realistic monthly budget and make sure you include council tax and bills in addition to your rent.
- Consider the type of property you'd like to live in.
- Think about the location of the property, whether you need to be close to work, public transport routes or motorway access.
- Consider the size and number of bedrooms you need.
- Whether you require a furnished or unfurnished property.
- If a parking space is essential and whether you're prepared to pay a bit extra for secure parking?
- And of course the earliest and latest dates you need to move in.

Once you've agreed your essential criteria, either visit [www.julietwist.com](http://www.julietwist.com) to register your interest and receive regular email property updates. Or pop into the office and talk to one of our lettings negotiators – you could even book some viewings while you're there.



## Know your stuff

Before deciding to view a property, make sure that you double check all the details with us. Ask us to clarify for you:

- How much the rent is?
- How long the length of tenancy is?
- What date the property will be available from?
- What furniture is or isn't supplied?
- Whether the landlord is planning to make any changes to the property?
- If there's any parking and if so, whether there's an extra charge for it?
- Are there any restrictions on the type of tenant?
- And exactly how much deposit is required?

Only once you have the answers to all of these questions, should you agree to arrange a viewing.

## Arrange a viewing

Once you've a shortlist of properties that you'd like to visit, we'll arrange for a Julie Twist agent to accompany you on some viewings, and if you arrange to meet at the property, please make sure you know exactly where you're going and allow plenty of time to get there.

Also, remember to bring your debit card, so that if you decide you love a property and want to secure it there and then, you can pay us your holding fee immediately.

## Application for tenancy

If you're planning to live in the property or guarantee the rent, then you need to be present at the application for tenancy. So one person can't represent an entire family or group of friends! You'll also need to:

- Tell us straight away if you have a bad credit rating, are unemployed or employed part-time.
- Are a student who has been in full time employment for less than a year and require a guarantor, as if you do need one, they need to sign the same contract as you and any other tenants.
- Provide us with some references. These should be the names and numbers of people who are willing to confirm your good character and financial standing.

Finally, once references have been accepted and everything is agreed and signed, by you and if necessary your guarantor, a moving in date can be arranged.

## It's time to move in!

Make sure that on moving-in day, you're highly organised! This is your checklist of what you'll need to have with you:

- Photo Id, this can be a driving licence or passport.
- Proof of address, an official letter like a bank statement or utility bill.
- A chequebook or debit/credit card so that you can pay your deposit, rent and cleaning fee.
- Plus evidence of Contents Insurance (if you've not taken it out with us).

You'll also be provided with a moving in pack which contains the inventory relating to your property. You'll need to read this document thoroughly and tell us of any problems within 3 working days. Remember to keep your property manager and landlord details safe in case of any problems for the duration of your stay.

## Safeguarding your deposit

Please don't worry about paying your deposit or getting it back. All assured shorthold tenancies are protected by TDS the dispute service. This Tenancy Deposit Scheme was set up to protect

both landlords and tenants with regards to the return of deposits. It's a very honest and fair system you can trust.

## Your lease is up

About 8 weeks before your lease is due to expire; please let us know whether you'd like to stay on in the property, in which case we'll arrange a new tenancy agreement for you to sign.

Or if you'd like to move out let us know as we'll have to remarket the property for the last month of your tenancy and need access for viewings. We'll always give you 24 hours' notice.