

103 St Annes Parade, Otley Road
Headingley, Leeds, LS6 3PX
Tel : 0113 274 4430 e: info@bevanandco.com
Company No: 6465958

Dear Tenants,

As we are fast approaching 1st July, and I am sure you are all eager to move in at the earliest opportunity, we would like to explain the procedure and remind you of a few things to ensure a swift move in for all!!

You will be able to collect your keys from **12.00 noon on 1st July 2009** at our office, 103, Otley Road, Headingley, Leeds, LS6 3PX.

Firstly to remind all tenants, we must hold a deposit, first months rent & guarantor form, for **every tenant in your property**. If we do not have all of the above for **you AND your housemates**, you **will not** be allowed to move in.

Tenants who have returned their documents & payments on time will be given priority over those who bring documents/payments on the 1st July. So please ensure we have received these for you and your housemates by the 29th June 2009 at the very latest! If you intend to bring payments or documents on 1st July you will be asked to wait until **all** other tenants have been issued their keys.

To help keep you informed, and prevent any delays on issuing your keys, we will email you with any paperwork or payments that we have not yet received from you. We will also email confirmation when you have completed all requirements and will be able to collect your keys on the 1st July!

We would also like to make you aware that we can only issue keys directly to each tenant. We will **not** issue you keys on behalf of your housemates, or to friends/relatives collecting them on your behalf.

As there will no doubt be many tenants wanting to collect the keys to their new homes, please expect some queuing to be involved. You should also be reminded to check the weather forecast and come prepared for wind, rain or shine!

We ask you to appreciate that the previous tenants may have moved out just hours before you, so when you arrive if your property has not been cleaned to a satisfactory standard, then just complete the cleaning inspection form and rest assured we will send a team of cleaners at the earliest opportunity.

Your tenant handbook can be found on our webpage, you will also be emailed a link to the handbook! The handbook is full of useful information on what to do when you first

move into your new home i.e. How to set up your utility bills and should answer most queries you have regarding moving in and how to take good care of your new home.

In the next coming days you will be sent a number of emails regarding moving in to your property. It is imperative that you read these emails carefully as each one will contain **different** and vital information. You will need this information to ensure the smooth move in to your property with the least problems and even cost to yourselves. Please also ensure your housemates have fully read them as again the inaction could prevent you moving in or cost you money in the long run if the correct procedure has not been followed.

You have also been text notification that you have started to receive emails from Bevan & Co. If you do not receive the text within the next 12 hours please email us your new telephone number as we may have the incorrect number for you. We do use texting as an important way of getting instant information to you so it is imperative we have your correct contact number!

We thank you in advance for your co-operation, and look forward to offering you a friendly and efficient service!

Kind regards,
Bevan & Co