

# 9 steps to your new home

Citra's Guide to Renting

# Step 1



# Step 3



# Step 5



# Step 7



# Step 2



# Step 4



# Step 6



# Step 8

## Viewing

Once you have found a home you like you can arrange a viewing with our dedicated lettings team.

If after viewing you decide that you would like to reserve the home we will arrange for a £100 holding deposit to be collected.

## Reservation

You will receive a link to one of our partners to arrange for payment of the holding deposit (for more information please see our terms and conditions).

Once you have paid this deposit we will stop marketing the home and your reference checks will begin.

## Reference checks

One of our partners will arrange to collect information from you to commence the referencing checks, this will include official identification documents, details for the credit check and employment references. They may also ask for a previous landlord reference.

## Signing the Tenancy agreement

You will receive your tenancy agreement to sign and once we have received your signature we will arrange for it to be signed by a Citra representative.

## Paying the deposit

Your deposit is held with the Tenancy Deposit Scheme, which is a government approved deposit protection scheme. For more information please visit [tenancydepositscheme.com](http://tenancydepositscheme.com).

## Payment of move in monies

Move in monies are upfront rental payments for the month you move in and are to be paid 7 working days before your tenancy start date.

If your tenancy agreement starts on or before the 16th of the month you will need to pay for the remainder of the month.

If your tenancy starts on or after the 17th of the month you will need to pay the remainder of the month and the following month in advance.

Your holding deposit will be deducted from this amount and we will provide a full breakdown for you.

## Inventory

We will arrange for a full inventory to be carried out, including photography. This will be shared with you as soon as available and we invite you to make any comments within 7 days of receiving it.

## Home welcome

On or before your move in date we will arrange for a welcome meeting to help you familiarise yourself with your new home.

If this meeting is on your move in day we will also take your meter readings and inform the utilities companies for you.



# Step 9.



Collect your keys and enjoy your new home!

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**Citra**

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