



Multi-Move Service



Mayfair Residential



Multi-Move Service - Breakdown

- Property Search Service
- We provide an email notification form so you can let us know immediately when a new property is required, specifying area, property and rental value
- We will acknowledge your notification within one working day
- Within three working days we provide details of as many suitable properties as possible (within reason); if these are found unsuitable, we will carry out a second search, free of charge
- Once a property has been accepted, we arrange tenancy terms, obtain an inventory, EPC and gas safety record, book a move-in inspection, agree a move-in date and assist the employee with furniture requirements
- We negotiate the best possible rent and terms with the Landlord, and all tenancy agreement's will be produced by Mayfair Residential
- Ongoing management during the tenancy
- We will pay the rent to the Landlord by BACS on your behalf and provide a monthly statement
- We will provide you with regular reports as required, for example average rents by area, gas safety renewal dates, number of new property search requests received, number of terminations and the amount of dilapidations claimed
- We will arrange for an inspection of the property three months into the tenancy and alert you if there are any problems; we will then arrange for regular interim inspections thereafter
- We offer support to resolve problems during the tenancy
- We will chase the Landlord to ensure the gas safety record is renewed

End of tenancy

- We will make contact two months before the end of the tenancy to see if an extension is required. If so, we will negotiate an extension
- If an extension is not required, we will serve formal notice to end the tenancy

- We will arrange a check-out date and provide the employee with guidelines on how they should leave the property, with reference to the inventory
- We will agree any dilapidations with the Landlord and ensure the return of any deposit owing
We can assist you with the creation of an employee bond system, ensuring all dilapidations are changed back to the employee and not your company