



Premier Move Service



Mayfair Residential



Premier Move Service - Breakdown

- Unrivalled service for your most valued people
- Before the move
- Each tailor-made solution will include:
 - Initial introduction to employee to establish who will be managing their move.
 - A detailed questionnaire for completion by the employee. This will help establish what the basic requirements are in terms of property, area and local amenities
 - Contact with the employee to discuss their needs in more detail and ensure we have a complete understanding of their exact requirements
 - Liaison with Landlords who are interested in our Corporate Rental Service in order to find suitable properties that meet the employees requirements
 - The provision of details on at least six properties within five working days that match the employee's requirements, when necessary further research is carried out to ensure the correct properties are selected for viewing (following employee's prompts)
 - Accompanying the employee to view these potential properties
- Once a suitable property has been found, we will:
 - Negotiate the rent and lease terms with the landlord
 - Prepare a Mayfair Residential tenancy agreement .
 - Arrange and carry out the schedule of condition and inventory check in
 - Set up utility accounts and arrange connection where necessary
 - Ensure that a valid gas safety record and EPC is provided where necessary

- Put together a comprehensive information pack on the area with a map and useful contact numbers
- In addition, we can supply the following, where applicable:
 - Hotel bookings and short-term accommodation during the viewing process
 - Details of recruitment agencies and the local job market for the employee's partner
 - Details on appropriate schools and/or nurseries including league tables and prospectuses
 - Appointments to suit the employee to view selected schools
 - Nationalities registration, work permits and visa applications
 - A guided tour of the area in a chauffeured car
 - The setting up of UK bank accounts
 - Language lessons and cultural services
- At the time of the move
 - We can provide any of the following:
 - Quotes from a minimum of two removal companies
 - Furniture hire (if necessary)
 - In-person support and advice on the day of arrival with regard to utilities, how to use heating and appliances at the property and including liaison with the landlord if necessary
- During the tenancy
 - Right through until the end of the tenancy we can provide:
 - Ongoing telephone support and tenancy management – again including liaison with the landlord when required, dealing with repairs, maintenance and contractors
 - An expense payment and tracking service whereby we pay the deposit, rent, utilities and any other allowable expenses, such as school fees, on the client's behalf, supplying receipts and a monthly statement with details and dates of all expenses

- At the end of the tenancy
- Mayfair Residential will:
- Contact you to arrange a tenancy extension if required or serve formal notice to end the tenancy
- Provide move out guidelines
- Organise checking of the inventory
- Meet with the employee to advise them how to leave the property, with reference to the original inventory
- Arrange for the utility accounts to be closed and final readings taken
- Arrange for professional cleaning of the property
- Arrange removals
- Negotiate and agree any dilapidations with the Landlord ensuring the prompt return of any deposit owing
- Pay any outstanding bills on your employee's behalf and provide a closing statement with details