



Transfer your property to Northwood and we will waive our usual management commission for the first 3 months OR we'll cover any exit charges which you incur from your current Letting Agent (up to £400 where you have written confirmation)

- \* No upfront fees to switch your property to us.
- \* Initial inspection carried out to check your property for your peace of mind.
- \* We deal with all paperwork with your existing letting agent.
- \* No delay with your rent payments being made to you subject to service agreed.
- \* We contact the tenant to ensure smooth-running of the current tenancy.
- \* Full check out

Landlord Name(s):	<input type="text"/>	Letting Agent Name: (if not self managed)	<input type="text"/>
Property Address:	<input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode: <input type="text"/>		Postcode: <input type="text"/>
Tenant Name(s):	<input type="text"/>	Rent due date:	<input type="text" value="DD /MM /Y"/>

If the property is self managed, please provide the information below:

Tenant tel.	<input type="text"/>	Deposit Paid:	£ <input type="text"/>
Tenant mobile tel.	<input type="text"/>	Where the deposit is held:	<input type="text"/>
Email address	<input type="text"/>		

**Documents noted will be requested from the current letting agents in order to prepare our records going forward. Please allow approximately 21 working days in order for Northwood to start managing and collecting rent for your property.**

The following information/documents will need to be supplied:

- \* Copy of current Tenancy Agreement & Prescribed Information proof and How to Rent Guide provided.
- \* A Valid Gas Certificate (if applicable) - EPC Certificate, EICR Certificate, Legionella Risk Assessment.
- \* Inventory (if applicable) - Photographs
- \* References
- \* Keys
- \* Maintenance log

**Please sign below to authorise Northwood to contact the current lettings agent and/or tenants for the switch to take place.**

### **Terms and Conditions**

Our Fully Managed or Guaranteed Rent agreement will be signed within 21 days.  
Standard fees will apply if the property is re marketed to let or a tenancy renewal is carried out.

I/We agree to the above Terms and Conditions set out by Northwood.

I/We confirm that by signing this "We Switch You" instruction form I/we accept that the property will be transferred to Northwood with immediate effect.

I/We accept that the agreement between Northwood and ourselves will be signed once all documentation has been provided to Northwood as stipulated in the above check list and I/we have read the draft copy of the contract.

I/We further accept that should for any reason our contract not proceed with Northwood we will be liable for their reasonable costs in association with any work undertaken regarding the switch.

**Signed**

**Date**

