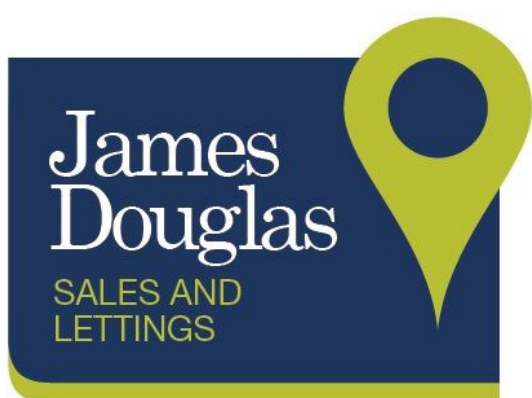


TENANT SERVICES

HOW THE TWO COMPANIES WORK TOGETHER



Looking to let

James Douglas will

- ✓ Register your details on our system and match you to any properties
- ✓ Make an appointment to view properties of your choice
- ✓ On the viewing, we will show you around and answer any queries you may have
- ✓ Once you have chosen a property you will complete all the relevant paperwork in order to take the property



a property?

From this point your agreement is transferred to Seraph

- ✓ Organise your referencing checks
- ✓ Complete your contract signing
- ✓ Take the deposit and register this in a scheme
- ✓ Take the first months rent
- ✓ Organise key collection and issue all relevant documentation

LET ONLY OR MANAGED?

Depending on which property you choose, upon move-in, you would either liaise with the landlord directly (Let Only) or remain in contact with Seraph (Managed) for all your property queries.