



THE BEST TIME TO SWITCH IS MID-TENANCY

There is a general feeling amongst landlords that it is better to wait until their current tenant has given notice to leave the property before they even contemplate changing agents as it is far more problematic to change agents midway through a tenancy. Well, in a lot of cases this can be true, however, although it may seem like there is a lot of hassle involved in moving agents mid tenancy, it is not your hassle as we can do most of the work for you!

1. Firstly you will need to find out how much, if any, notice you are required to give your current agent as detailed within the Terms and Conditions you signed at the start of your contract. Having determined this, give the required notice in writing to terminate your agreement. If you need any advice regarding this, then please contact us as it may help if your notice coincides with your current rent due date as it will make the switching process much more straightforward.
2. If you are on a fully managed service then it would be prudent to obtain the contact details for your current tenant which your agent should give you.
3. We will arrange to meet you, either at your home, or at our offices where we will go through our terms of business as well as outlining to you our lettings process and our commitment to providing an unrivalled lettings and management service. We will provide you with all the necessary paperwork for you to read and complete.
4. We will arrange to meet your current tenant at their property to explain everything to them and provide them with a welcome pack which will include a new standing order to pay their rent. We can also advise on cancelling their existing standing order. Part of this transfer may include a new tenancy agreement for the tenant to sign, This is to protect all parties as all of our tenancy agreements are updated regularly for changes in legislation. We will also deal with any necessary deposit transfer/registration.
5. Both you and your tenant will be assigned a dedicated property manager who will be your contact throughout the tenancy should any matters arise that require our attention.

**Use our “simply switch” service and pay NO
Management charges for THREE months.**

54 Obelisk Way, Camberley, Surrey, GU15 3SG
T: 01276 539111 / 01483 678997 E: Enquiries@knightspropertyservices.com
www.knightspropertyservices.com



'Simply Switch'

- Let us take care of all the details!"

Unhappy with your current agent and the management service you are being provided with?

Transfer to Knights Property Services and pay NO Management charges for THREE Months.

- No Upfront Fees to switch your Managed property to us.
 - Initial Inspection carried out to check your property.
- All paperwork requested 'by us' from your existing Letting Agent
 - No delay with your rent payments being made to you.

No Hassle, No Fuss, Start Enjoying the service you should.
For more information please contact us today...

01276 539111

01483 678997

Enquiries@knightspropertyservices.com



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Landlord Name(s)	
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Property Address	
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Letting Agent Name & Address (if not self managed)	
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Tenant Name(s)	
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If the property is self managed, please provide the below information:-

Tenant Tel No(s)	
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Deposit Paid (£) & where this is currently held	
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The following information/documents will need to be supplied:-

- **Copy of Current Tenancy Agreement & Prescribed Information**
- **A valid Gas Certificate (if applicable)**
- **Inventory (if applicable)**

Please sign below to authorise Knights Property Services to contact the current Lettings agent and/or tenants in order for the switch to take place. Documents will be requested from the current letting agents in order to prepare our records going forward.

Please allow up to 21 working days in order for Knights Property Services to start managing and collecting rent for your property.

Signed	
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Dated	
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