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## **Moving in Information**

### **Collecting Keys**

The keys will usually be available from the beginning of July. We do not send keys out by post for security reasons. If you have left Manchester at the end of June and will not be moving in until September, keys will be available when you return to Manchester or will be left with the first member of the group to arrive.

When you receive your set of keys, do not mark the house number on them.

Keys may only be collected by advance appointment 11am to 4pm, Monday to Friday (excluding bank holidays).

### **Staying Over the Summer**

Several days are needed to check over the property at the beginning of July. If you want to move in straight away at the beginning of July, we must know at least 10 days in advance. If over the summer you wish to stay for a weekend or longer, please provide a weeks notice and we can arrange to meet you with the keys.

### **Important Notice for Tenants Living in Properties during the Summer Retainer Period.**

During this period, we clean, redecorate and do any jobs or repairs at the property. Please report emergencies only, not small items that will be attended to during the summer anyway.

### **Leaving Possessions over the Summer**

Items left at the end of June or beginning of July can be put either in the basement areas or rooms where tenants have left early. Leave your belongings in boxes or bags clearly marked with your name. Do not leave any valuables and preferably take your bicycles home also. Possessions are left at your own risk.

### **Items Supplied**

This is a general guide only, for specific properties please consult the inventory.

Bedrooms: Bed, wardrobe, chest of drawers, Shelves, desk (or table), chair, occasionally easy chair, mirror, small bin.

Lounge (if in the property): three piece suite or sofa/s, coffee table, TV table, sometimes dining table and chairs.

Kitchen: Fridge, freezer, cooker and microwave. Houses (not flats) have a washer/dryer or washing machine and separate dryer.

General: Light shades and curtains throughout, smoke alarms.

### **Items Not Supplied**

Bedding, pillows, iron, kettle, toaster, small electrical kitchen appliances, crockery, cutlery, vacuum cleaner.

## **Security**

It is very important to always use security features on the house particularly over the summer. Get into a routine whenever you go out of doing the following:

- Close ground floor curtains
- Leave at least one light on in the house and preferably a radio playing as well.
- Lock all windows and ensure window locks are used.
- Mortice lock all doors.
- Set the security alarm if supplied.

We check unoccupied houses on a regular basis. If you have keys and are going to be staying in the house, let us know so we don't shock you and you don't shock us.

## **Utilities**

**Please ensure that you sign on with the utility providers to be operative from July 1<sup>st</sup>.**

On this day we take gas and electric readings at all properties and you will be responsible for the standing charge and the energy consumed from this date. The electricity must be left on in the property as it is necessary to keep the fridge, freezer and burglar alarm functional. Card meters and prepayment meters are not allowed. Fridge and freezer units must be plugged in and left working even when you are away.

**If you forget to contact the Utility providers, you might well return to a cold, dark house.**

To find out who the current utility providers are, please contact the existing tenants or phone the following authorities with the property address and postcode:

**Gas:** Transco 01204 545 000

**Electricity** The meter point Administration Service 0870 751 0093  
(open 8am to 6pm) Manchester

**Water** United Utilities Accounts Department 0845 746 1100

General line 0845 746 2200

**Telephone** BT Dial 150

## **Rent Cheques**

Rent cheques are put into the bank on the morning of the 1<sup>st</sup> of the month (except weekends). If your funds are delayed, get in touch with us before the first and we can hold them for a few days. Cheques returned unpaid incur both bank charges and penalties.

## **Enquiries or Problems**

Telephone 0161 445 0662 between 10.30am and 7.30pm (unless emergency only). Leave a message on the answer phone with your name and contact number.

**We hope you enjoy your stay in our accommodation.**