

McGregor Real Estate Limited **Tenant Viewing /Letting Procedure**

If you would like to rent a property of McGregor Real Estate or look through what we have available, we have some procedures in place to simplify the process. Please take the time to read this as you will find the information herein helpful in becoming a successful applicant.

Step 1 Drive by

No available property list will be given out without McGregor's first receiving photo identification from the prospective tenant. Upon receiving this you will be given a list of available properties and a map (if required).

You will then be asked to do a drive by the properties that may interest you.

NOTE: please do not enter the property at this stage

Reports of applicants entering the property at this stage will result in instant dismissal of that prospective tenant's application. We have arrangements with many neighbours to report to us of any unsupervised visitors to the properties.

Step 2 Application Form

If any of the properties are of interest to you and you would like to view them you will first need to fill in an application form available at our office. We will be making our decision on who to **show** the property to, based primarily from information given on this application so please put your best foot forward to increase your chances.

NOTE: applications with references and contact details of previous landlords will be given preference over those without.

These applications will then be checked through our tenant screening processes which include credit checks, tenancy tribunal checks, and on various other tenant screening databases. If you believe yourself to be on one of these databases wrongly or have explanation for your presence on these lists please attach an explanation with your application along with your references, if any, and submit your application to our offices.

Once your application has passed screening, you will receive a call from one of our letting agents to arrange a viewing of the property/ properties that interest you.

NOTE: It is only the successful applicants that will be rung to organise viewings so again, please put your best foot forward on your application.

Once viewings are complete let your letting agent aware of any properties you would like your application submitted to and your application will be considered in the letting of these properties.

Step 3 Successful Applications

Once accepted for a property you will be contacted by one of our property managers to discuss move in dates and costs. It is at this stage that you will need to let us know if a WINZ letter will be needed and the date it will be needed by.

Move in costs on all properties are based on 5 weeks rent, which consists of:

- 1 Your 1st weeks rent
- 2 Equivalent of one week's rent paid as an administration fee
- 3 Equivalent of three week's rent paid for Bond

EXAMPLE: for a property where the rent is \$200.00 per week the move in costs would be

1st Weeks Rent	\$200.00
Letting Fee	\$200.00
Bond	\$600.00

These costs will need to be paid in full before we will hand over keys for the property.

NOTE: If receiving the initial bond payment from WINZ, they will not normally pay a letting fee so you will need to make other arrangements for this yourself.

Step 4: Make appointment to sign in.

An appointment will also now be set up for the initial sign in which is normally the day before or day of you moving in.

Please allow 30 minutes for this meeting, as there is a lot of paper work in this process and we do like you to have a clear understanding of your rights and obligations under our tenancy agreement before you sign.

NOTE: Do not just turn up at our office without making an appointment first.

If there is a need to talk with one of the property Managers, please ring and an appointment can be set up with Liz Searle/Di Skilling in Ashburton or Brenda Smith in Methven via the contact details below.

Ashburton Office 03 308 6173

Fax 03 308 1525

Email rentals@mcgregorrealestate.co.nz

Methven Office 03 303 3178

Email methven@mcgregorrealestate.co.nz

(This form is a guide to McGregor Real Estate's letting procedures, we reserve the right to change or vary these procedures without notice.)