



Our case checking and advice is free of charge.

The following documents will enable us to look into your case in more depth and advise on the next steps.

- (1) The signed tenancy agreement
- (2) An up to date rent schedule – highlighting any arrears
- (3) Proof of deposit registration - Certificate (e.g. DPS, TDS, mydeposits.co.uk) and prescribed information for the deposit
- (4) The land registry to prove ownership of the property (this can be downloaded online, simply search 'Land Registry' online)**can be done later**
- (5) Copy of any notices served
- (6) Brief history of events.
- (7) The EPC Certificate and Gas safety Certificate.
- (8) A copy of the HMO Licence if applicable.

If any of the above have not been done/are missing or are incorrect, we may need to resolve these issues BEFORE proceeding.