

RELET

Once LL has been contacted

- Move up on spreadsheet
- Check EPC is in date
- Check if we have title deeds
- Check if sanctions have been done
- Check if there is a virtual tour (if not, book for when move out is being done)
- Check if we need new photos (if do, book for when move out is being done)
- Check if the CMP is in date, if out of date swap for new
- Check match area is Southampton
- Landlord contact not required (on room)
- Update available date
- Make sure fee is updated
- Update description if needed, if changed copy this into the portal summary
- Make sure viewing screen is update to date
- Add current TT name and number to viewing screen
- Send LL marketing letter, remove anything that is not needed and send
- Make sure TOB is updated with new fees.
- Remarket, always leave LL ticked and save
- Send applicant match, exclude previously send and make sure it is changed to new instruction
- Update spreadsheet