



A GUIDE TO SWITCHING LETTING AGENTS



- 1 Inform your current agent** you're moving on, copying us in.
- 2 We'll follow up to confirm a handover date** (normally in 1 month) listing all the paperwork we need.
- 3 Current agent contacts your tenant(s)** to inform them of change of agent.
- 4 We introduce ourselves to your tenant(s)**, arranging an inspection date & requesting they change their rent payment to Umega.
- 5 We'll inspect then report back to you** on any outstanding maintenance/tenancy issues/paperwork gaps.
- 6 We'll organise the deposit to be transferred** into our Tenancy Deposit Scheme.
- 7 CONGRATULATIONS, YOU'RE A UMEGA LANDLORD!**
You can now relax and enjoy a much easier life as a long-term landlord.