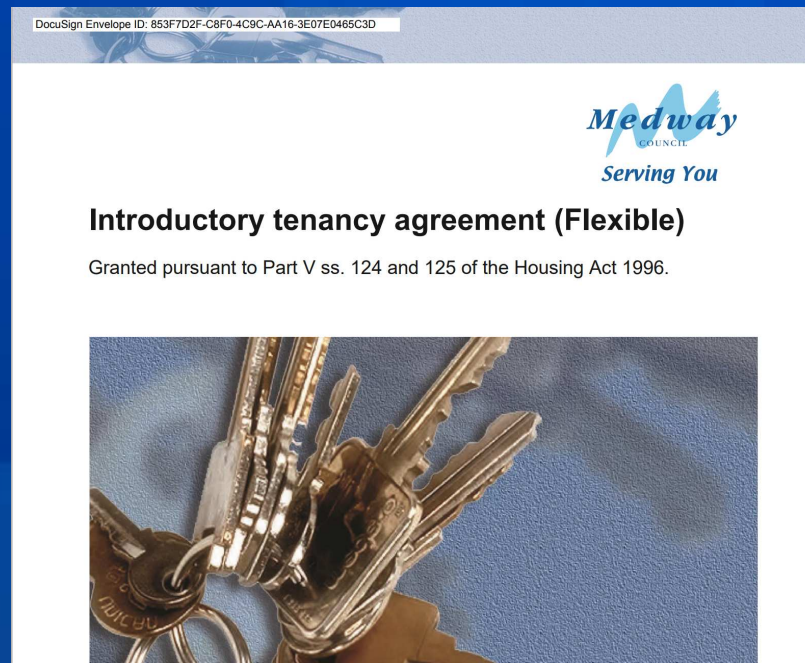


# Viewings and Lettings safe & secure



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*Medway*  
COUNCIL  
*Serving You*

## Viewings and Lettings safe & secure

### Background

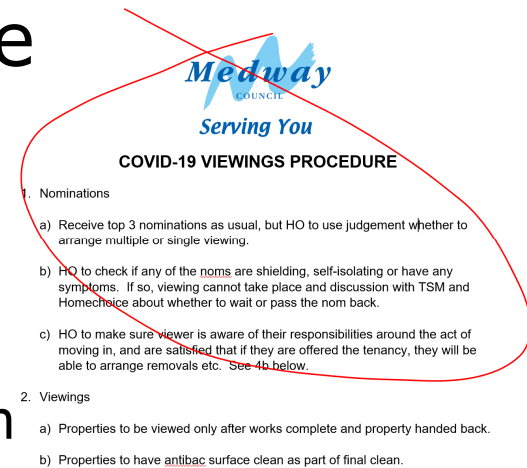
- 3k units
- 4 lettings per week

### Pre-lockdown

- 'traditional' approach - Multiple viewings - View one day, sign-up at offices the next - face to face and paper-based

# Viewings and Lettings safe & secure





- Multiple viewings?
  - no, or 20 mins apart
- Discussion in advance
  - serious viewer?
  - the 'rules'
- Pre-viewing preps
  - Sanitised by voids team
  - door wedges!
  - soap and towels
- The Viewing
  - Self-guided
  - HO on hand (outside)




# Viewings and Lettings safe & secure

- The Sign-Up
  - by telephone
  - checklist
  - Docusign  
(NB Secure tenancies L )

I/We agree that I/We the information in this document was supplied by Me/Us over the telephone, and that I/we have read and understood this document.

Tenant 1 Signature: 	Print Name: 
Tenant 2 Signature:	Print Name:
Housing Officer Signature: 	Print Name: 

 Tenant 1 Initials:..... Tenant 2 Initials:.....

I/We agree to accept the above tenancy on the terms and conditions stated within the Tenancy Agreement. I/We confirm that a copy of the Tenancy Agreement has been handed to me/us.

Tenant 1 Signature	
Tenant 1 Full Name	Mrs 
Tenant 2 Signature	
Tenant 2 Full Name	
Signed on behalf of Medway Council:	
Print Name:	
Designation	Tenancy Manager
Date of Agreement	16 <sup>th</sup> July 2020

- After the sign-up
  - telephone welcome call from Welfare Reform Team
  - 6 week settling in visit?