

Signing up for your new home



The health and wellbeing of our customers and staff is of the utmost importance to us during this difficult time.

In line with government advice we have set out clear guidelines, so you know what to expect and what you need to do to keep safe when signing up for your new home.

Our officer will undertake a pre-offer interview with you over the telephone and agree a date for sign-up. All documentation, apart from your formal tenancy agreement, will be sent out to you electronically prior to you signing for your new home.

Sign-up day

1. Our officer will arrive at the property before you and enter wearing protective gloves.
2. When you arrive, please stay inside your vehicle or wait outside the property.
3. The property will be checked to ensure it is ready to let and any necessary photographs and meter readings will be taken.
4. Our officer will place the keys to the property, along with 2 tenancy agreements and any other papers you need to sign on the kitchen work surface, before returning to their vehicle. The front door will be left unlocked.
5. They will then call you to let you know that you can enter. You will need to sign both copies of the tenancy agreement and leave one copy in the kitchen.
6. You should then either leave the property or move to another room and let our officer know they can re-enter to collect the signed tenancy agreement.
7. You can now take possession of your new home.



Top tips to keep you and your family safe:

- **Always follow government hand hygiene and social distancing guidance** and keep at least 2m away from our staff.
- **Please bring your own pen** to sign the tenancy paperwork.
- **Don't forget your mobile phone** so we can easily contact you.

By working together, we can help reduce the spread of infection.

Stay alert



Control the virus



Save lives



01785 312000
www.ssha.co.uk
Acton Court, Acton Gate, Stafford, ST18 9AP



Member of
Housing 101 Plus Group