

**RENTAL PROPERTY VIEWINGS POLICY DURING EASING OF LOCKDOWN RESTRICTIONS**

Now that we are moving toward further easing the country out of the current lockdown restrictions in accordance with the Scottish Government’s guidelines, we are putting the necessary safety and hygiene measures in place to ensure the continued safety of our clients and staff. Client and staff wellbeing remains of paramount importance to us at Morgans.

So that you know what to expect from us and what we expect from you when viewing one of our rental properties, we have set out the following Rental Property Viewing Policy which we recommend all prospective tenants read carefully before attending a property.

* Please contact us by telephone on 01383 620222 (for Dunfermline) or 01577 863424 (for Kinross) or by email at [info@morganlaw.co.uk](mailto:info@morganlaw.co.uk) in the first instance, so that we can pass you on to one of our dedicated Lettings Team who can arrange a suitable date/time for a viewing.
* Please view properties online and only request an actual viewing if you are seriously interested in renting the property. Where existing tenants are shielding/in a vulnerable category, they cannot be compelled to allow viewings and so online viewings may only be available for particular properties, but our team will advise you.
* Viewings are available strictly by appointment only and only one member of a single household permitted wherever possible. Viewings should be conducted as quickly as reasonably possible.
* Before entry to a property is permitted, we will send a Covid-19 questionnaire by email or post for you to complete and return ahead of the viewing. You will be asked to ensure you are wearing appropriate PPE (mask/gloves).
* If your condition changes and you or a member of your household are showing symptoms on the day of the viewing, please contact us to cancel the viewing. It may be that a virtual viewing can be made available instead.
* Please let us know if you are in a shielding/in a vulnerable category.
* Our viewing agent will be wearing appropriate PPE for your and their safety. They will meet you outside the property (weather permitting) or will otherwise meet you at the door and will open the door for you to access the property. All internal doors will be open, so you should not need to touch any surfaces. Social distancing measures should be observed at all times.
* Hand sanitiser will be available for you to use prior to entering and upon leaving the property.
* All surfaces such as door handles, will be disinfected prior to and following your viewing.
* Where tenants are currently in the property, they will be encouraged to vacate the property or otherwise stay in a separate room with appropriate PPE whilst the viewing takes place in order to minimise contact with those not in your household.
* If you have any questions following the viewing or would like to be considered as a tenant, our friendly and experienced lettings team are on hand by telephone and email to walk you through the next steps.