

MEET THE LETTINGS TEAM

WE ARE HERE TO HELP



Freebridge Community Housing
Juniper House
Austin Street
King's Lynn
Norfolk PE30 1DZ

Email: enquiries@freebridge.org.uk
Main Switchboard Telephone: 03332 404 444

Office Opening Hours:
8:45am - 5.15pm (Mon-Thurs)
8:45am - 4.45pm (Fri)
Bank Holidays, Saturday and Sunday Closed

Out of Office Hours:
The main telephone number (03332 404 444)
will divert to 24 hour emergency service.

DEVELOPING HOMES AND
CREATING OPPORTUNITIES
FOR PEOPLE WITHIN
WEST NORFOLK

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COMMUNITY HOUSING

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How to contact us

You can ask to speak to any member of the Lettings team by calling our First contact Centre on 03332 404 444 or by emailing lettings.enquireis@freebridge.org.uk

OUR JOB:

When you have a successful bid on a Freebridge property the Lettings team will be the first team you meet. We will make contact with you and invite you in for a tenancy assessment appointment. This is to make sure that the property is suitable for you and meets your needs. You will also meet an Income Advisor who will assess your financial circumstances. If you are accepted for our property you will have a dedicated Lettings Advisor throughout the process.

WHAT ELSE DO WE DO?

- We prepare and advertise properties with Homechoice
- Accompany viewings at properties
- Deal with Ending Tenancies
- Mutual Exchanges
- Shared Ownership
- Changing your Tenancy Agreement (adding names/removing names/ changing names)
- Renting Garages
- Review tenancies at the end of a fixed period
- Hillington Square redevelopment

The team is made up of 9 Lettings Advisors and is jointly managed by Haley Minns and Jen Tann.



WHO ARE THE LETTINGS TEAM?

Lettings Managers:

Haley Minns, Jen Tann

Lettings Advisors:

Kathryn Marsh, Tracey Forster, Caroline Butcher, Kelly Lee, Sonia Corden, Mandy Coffill, Adelle, Georgina McCaig and Chloe Hennig

