



LETTING SERVICES

Let Only

This is our standard service and is designed for a landlord who wishes to be responsible for the ongoing management of the property.

Property Appraisal

- ✓ Professional advice on the presentation of your property
- ✓ Guidance on condition and contents
- ✓ Evaluation of potential rental income

Marketing

- ✓ Finalising details and preparing particulars for your property
- ✓ Internet marketing via our website
- ✓ Internet marketing via the BEST property portal websites e.g. Rightmove, Zoopla, etc
- ✓ Local press advertising
- ✓ Erection of 'To Let' boards (where available)

Tenant Selection

- ✓ Comprehensive financial and personal references
- ✓ Comprehensive employer and previous residence checks

Tenancy Agreement

- ✓ Negotiate all the terms and conditions of the tenancy
- ✓ Draw up an approved tenancy agreement
- ✓ Liaise with yourself if you prefer to draw up your own solicitor approved agreement
- ✓ Preparation of all legal notices

Handover

- ✓ Arrange an inventory of the contents of the property
- ✓ Notify utility companies of the tenancy and relevant meter readings
- ✓ Notify local authority of the tenancy
- ✓ Collect security deposit and hold it in our client account for duration of tenancy
- ✓ Collect first month's rent

End of Tenancy

- ✓ Inventory inspection
- ✓ Prepare statement of dilapidation if required
- ✓ Negotiate and agree any cost and return deposit due to tenant
- ✓ Re-market property before end of tenancy if required

Let & Manage

This is our most popular and comprehensive resource for landlords who wish to leave the total management of their property in our hands.

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Collection & Payment

- ✓ Collect tenants rent on a monthly basis
- ✓ Forward net rents via BACS transfers to your nominated account
- ✓ Settlement of authorised invoices from rent received

Maintenance

- ✓ Notification to you of problems with the property or tenant
- ✓ Administration of repairs carried out to the property
- ✓ Liaise with your own preferred contractors if necessary
- ✓ Regular inspection of property

End of Tenancy

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- ✓ Prepare statement of dilapidation if required
- ✓ Negotiate and agree any cost and return deposit due to tenant
- ✓ Re-market property before end of tenancy if required