

Landlord Services





# Lettings / management

Whether you own just the one property, or are a seasoned investor, you can trust we'll let and manage your stock as we would our own. From advertising, conducting viewings, vetting potential tenants, through to managing the tenancy and maintenance of your property, we will make the process as seamless as possible whilst maximising the returns on your investment.

ensuring the best possible exposure. Video walkthrough tours are also utilised to add an alternative approach to our marketing strategy.

## Viewings

Accompanied by our well-presented staff who will be personally informed about your property ensuring any queries can be answered there and then. We can also conduct block open-house viewings to create a sense of urgency.

## Tenant selection

Rather than accept the first person who makes an offer, we often have enough interest to provisionally vet interested applicants to verify their credentials and present the best applicants to you.

## Credit checks & referencing

Our experienced administration team ensure that credit checks are passed, employment references and previous landlord references are obtained, bank statements, payslips and photographic ID are also required to ensure that the tenant is suitable (guarantor, larger deposit, rent upfront may also be requested). Right to rent checks.

## Paperwork

We will prepare the paperwork using our ASTs which have been drafted by highly regarded legal firms to ensure your protection. We then obtain tenant and witness signatures.

## Rental valuation

Our experienced team will conduct a valuation prior to marketing your property.

## Dedicated portfolio manager

One point of contact for you to deal with. Not only great for landlords but tenant(s) will feel the benefit too.

## Advice

We can advise on décor and furnishing and other suggestions that will assist in letting your property quickly.

## Legal obligations

Guidance and arrangement (costs apply) for Energy Performance Certificates, Fire Safety, Electrical Checks and Gas Safety Certificate.

## Marketing

Visibility on our websites, Rightmove and across social media. High quality photographs and attention to detail is applied on the property description,

### Money collection

We collect the first month's rent and deposit payment on your behalf.

### Tenant check-in and inventory

We conduct a full tenant check in appointment, providing them with all the necessary information and property inventory completed on your behalf (a thorough description of condition with date stamped photographic evidence).

### Deposit protection

We protect the deposit through the government approved scheme "Deposit Protection Service".

### Electronic documents

We can provide you with a copy of all documents electronically should you require.

### Utility / service providers

We contact the relevant utility / service providers to advise of the new occupant and their check-in reads.

### Point of contact

We deal with the day-to-day queries / issues so that you don't have to.

### Legal notices

Should you require a notice to be served we can prepare and issue.

### Renewals & rent reviews

We arrange contract renewals and rent reviews for your security and assurance that your asset is achieving its potential.

### Check-out

If your tenant gives notice, we will manage the check-out process, (including booking a pre check-out appointment to inspect the property and provide advice), followed by another appointment on the day they leave. We complete the inventory and ascertain whether there are any deposit deductions.

### Deposit return

We organise the release of the deposit, including documenting any required deductions.

### Rent collection

Monthly collection of rent which is then promptly sent to you less our monthly fee.

### Credit control

In the unlikely event that there is a missed rental payment, our dedicated credit control team will chase the balance for you.

### Monthly statement

We produce and provide you with invoices and monthly statements to make your accounting process that much easier.

### Inspections

We conduct regular property inspections which are documented for your records.

### Organisation of repairs



Our in-house maintenance department are on hand to advise if there are any repairs that need conducting and our latest property software enables us to record any reported maintenance issues ensuring that these are actioned quickly (actual works are quoted for separately).





# Fees

Google Rating  
★ 4.8 | 123 reviews

## Package details

	 <b>Let only</b>	 <b>Full management</b>
Rental Valuation	•	•
Property Advice	•	•
Legal Obligations	•	•
Marketing	•	•
Viewings	•	•
Tenant Selection	•	•
Tenant Referencing	•	•
Paperwork	•	•
Money Collection	•	•
Inventory	•	•
Electronic Documents	•	•
Deposit Protection		•
Utility / Service Providers		•
Rent Collection		•
Credit Control		•
Monthly Statements		•
Inspections		•
Repairs		•
Point of Contact		•
Legal Notices		•
Check Out		•
Deposit Return		•

## Package fees

 <b>Let only</b>	£600 + VAT (£720)	 <b>Full management</b>	£250 + monthly fee of 7.5% of rent (£300 + 9% incl VAT)
Tenant referencing fee	included	Tenant referencing fee	included
Inventory	included	Deposit protection	included
		Inventory	included
		Check out inspection	included
		Legal notices section 8, 13, 21	included
		24 hr emergency contact for tenant	included
		Income / expenditure report	included

## Additional services

<b>Renewal</b>	£75 +VAT (£90)
<b>Key Cutting</b>	£10 +VAT (£12) Plus cost of key/s
<b>Rent Guarantee</b>	Available for landlords to purchase directly as an optional extra
<b>Sale (to tenant)</b>	1.5% +VAT (1.8%)
<b>Residential EPC</b>	£85 +VAT (£102)
<b>Non-Resident Landlord Tax Administration Charge</b>	£95 +VAT (£114) per quarter



# Landlord information

If you're looking for help with letting / managing your property it is important to ensure legal compliance. Our experienced team are on hand to provide you with all the information and assistance you will require. Some matters you need to consider are listed here, we provide advice on all matters and can arrange if required:

- Terms of business to be agreed and signed
- Identification check - we need to verify your identity
- Permission to let your property if mortgaged
- Permission to let your property if leasehold / applicable
- Access - we will require copies of relevant keys / codes to your property
- If you are living overseas for over six months, you must register with HMRC
- EPC (Energy Performance Certificate)
- Gas Safety Certificate
- Electrical Safety Check - EICR (Electrical Installation Condition Report) is required for all new tenancies from 1st July 2021 and by 1st April 2021 for existing tenancies and must be carried out every 5 years
- PAT (Portable Appliance Test)
- Smoke alarms and carbon monoxide alarms
- Fire Safety Labels
- Legionella Risk Assessment
- Right to Rent Checks

Whilst the list might seem daunting for an inexperienced landlord, rest assured that by instructing us as your agent, you will feel much more confident that you have complied with your legal responsibilities.



# Contact us

If you are looking for assistance with letting and / or managing a residential, commercial, mixed-use property or if you have a more bespoke requirement, please do get in touch.

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