

Fully Managed Service

Our fully managed service is calculated at a percentage of the gross rental income, this will be deducted from rent received and the balance forwarded to a bank account of your choice, you will receive a detailed statement and an invoice for tax purposes. A three monthly check will be under taken on the property to check for any damage or maintenance issues. With your agreement we will arrange on your behalf any maintenance issues up to the value of £250.00, if above this amount we will provide detailed quotes for your approval.

Setting up procedure

A setting up fee for each property will be charged and will include the following:

- Visit your rental property and agree the marketable rental value.
- Carry out an initial inspection of the property with regard to safety regulations and occupancy.
- Advice on presentation and furnishing of your property.
- Advice on the responsibilities of a landlord.
- Arrange for an Energy Performance Certificate, Gas Safety Report and an Electrical Safety Certificate.
- Complete a full property inventory detailing contents and condition.
- Erect a "To Let" marketing board. Advertise your property on Select Sales And Letting website and also on Rightmove website.
- Accompanied viewings if required.
- Tenant selection.
- Apply for and obtain relevant personal and financial references of all applicants named on the tenancy agreement.
- Prepare a tenancy agreement.
- Accompany the new tenant to the property after the tenancy agreement has been signed.
- Check in the new tenant, read meters and inform appropriate utility provider and agree the prepared inventory. All in duplicate and signed by both parties.
- Take the first month's rent and deposit in cash when the tenant moves in and arrange standing order for subsequent payments.
- Lodge the deposit with the Deposit Protection Service
- A detailed monthly statement will then be forwarded to the landlord itemising rent received, commission deducted and balance remaining.
- Chase rent arrears.



THE UK ASSOCIATION OF LETTING AGENTS