

Rent Processing

Our rent processing 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. Any maintenance issues will then be reported to you to have the work carried out.

Setting up procedure

- 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 the Energy Performance Certificate, Gas Safety Certificate and the Electrical Safety Certificate.
- Prepare a full inventory detailing contents and condition of property
- 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 for each tenant signing the tenancy agreement.
- Prepare a tenancy agreement.
- Accompany the new tenant to the property after the tenancy agreement has been signed.
- Hand over keys, agree inventory, read meters and inform appropriate utility providers. All forms 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
- Chase rent arrears

A detailed monthly statement will be forwarded to the landlord itemizing the rent received, commission paid and balance remaining.

