



FINDING SERVICE WITH RENT COLLECTION

SETTING UP FEE - £150 + VAT + £30.00 + VAT reference fee for each tenant

1. Arrange a consultation visit with you to view the property, advise on aspects of letting and decide the rent and any restrictions on the tenant.
2. Measure, photograph and take notes about the property so that we can insert accurate advertisements in our window, on the internet and in local newspapers.
3. Erect Property To Let board if required.
4. Find a suitable tenant from our records or advertising.
5. Carry out accompanied viewings to the property and conduct any negotiations.
6. Vet the prospective tenant to ensure no adverse credit history or outstanding County Court Judgments, take references from previous landlords, employers, personal referees.
7. Advise you when references are complete to obtain your permission to proceed.
8. Compile the necessary notices and tenancy agreements for your and the tenant's signature.
9. Prepare an inventory of contents and condition using photographic evidence if required.
10. Obtain the first rent and deposit prior to move in.
11. Move the tenant into the property, reading the meters and instructing the tenant on utility and services management.

RENT COLLECTION – 8.5% of Gross Rent Deducted Monthly and subject to VAT

Collection of monthly rent in advance with payment made to your bank account by electronic transfer each month.

TENANT CHANGEOVER - £60 + Advertising Costs + VAT

All necessary actions as detailed in the setting up list to find a new tenant as quickly as possible.

DEPOSIT

We are a member of the Tenancy Deposit Scheme, which is administered by:
The Dispute Service Ltd, PO Box 1255, HEMEL HEMPSTEAD, Herts, HP1 9GN

Phone 0845 226 7837
Email deposits@tds.gb.com
Fax 01442 253193
Web www.tds.gb.com

The Agent holds tenancy deposits as Stakeholder and does not pay interest on monies so held. Interest will not be paid on rental payments received by the Agent but not yet paid to the Landlord.