

# GUIDE

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## ***Request a free valuation***

If you'd like one of our specialist managers to conduct a valuation or review of your property, please [click here to request a free valuation](#).

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## ***Letting Only Service- includes***

- Rental Valuation & Inspection
- Advice to landlords on furnishings, health and safety issues and any maintenance recommendations.
- Advertising & Marketing your property on our State of the Art website, UK's leading property portals, emailing and sms message details to all potential applicants along with newspaper advertising where appropriate.
- We accompany all viewings wherever possible
- Extensive referencing of tenants who wish to rent your property,
- Preparation of the tenancy agreement/s.
- Collection of initial rent and deposit.
- Setting up standing order mandate for future rent subject to tenancy commencing.

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## ***Full Management***

### ***The complete service includes (all the above) plus:***

- A professionally prepared detailed inventory of contents and condition.
- Arranging maintenance.
- Dealing with day to day tenant problems that may arise.
- Transfer of utility accounts, electric, gas, council tax and water.
- Closing inspection and check out at end of tenancy.

- Organising return of deposit subject to the property being returned in a satisfactory condition.
- Look to find suitable new tenants prior to expiry of the existing tenancy.

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## **INVENTORIES**

We strongly advise our Landlords to carry out a full inventory for each separate tenancy. The purpose of checking an inventory is to establish damages which can only be done if descriptions and conditioning remarks are sufficiently detailed at the commencement of the tenancy and then at the end of the term.

Under the terms of the tenancy agreement, the tenant is required to return the property and contents at the end of the tenancy in the same condition as they were at the commencement, fair wear and tear accepted. It is almost impossible to ascertain whether damage was caused during a tenancy without a proper inventory signed by all relevant parties.

If instructed we will arrange a professional inventory and check in on your behalf, the cost of which is borne by the landlord. The tenants are responsible for paying for the check out.

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## **CONSENT TO LET**

If the landlord has a mortgage, it is normal for mortgagees to require notification of any proposed lettings and the landlord should seek their initial consent. In the case of leasehold premises the consent of the Head Lessee of Freeholder will be required. The landlord should also advise his insurance company of the proposal to let the property as this could either invalidate the insurance altogether or increase the premiums. You should obtain written documentation of these consents prior to letting.

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## **UTILITIES**

The tenant will be responsible for the payment of gas, electricity, water, telephone, council tax and television licence. (Unless otherwise agreed and stated)

As the landlord you are still responsible for the payment of service charges and ground rent in leasehold properties and buildings insurance on Freehold properties.

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## **TENANCY AGREEMENTS**

Most tenancies are classed as Assured Shorthold Tenancies. Under the Housing Act 1998 (as amended 1996) landlords have more rights to possession than with tenancies commencing prior to the Acts and procedures for possession are now quicker and simpler (provided the process is carried out correctly).

There is no minimum period for an Assured Shorthold tenancy; however we recommend that the tenancy is for not less than six months.

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## **LEGAL MATTERS**

Our staff have been trained and receive ongoing training on the various legal aspects of letting including safety regulations, tenancy agreements and clauses, possession and have vast practical experience. They will be happy to discuss any questions you may have regarding more detailed legal matters.

The relationship between Landlord and Tenant can sometimes have its "ups" and "downs" and the need for a professional agent is paramount in closing any divide to allow for a smooth and enjoyable property experience for all parties concerned, whether you are a Landlord or Tenant you are best advised to conclude your property transaction via a reputable agent.

Tenancy law is now much more fairly regulated with balanced rights for all parties, tenants holding deposit held in Approved Scheme and are returned at the end of the tenancy subject to the property being returned in the manner it was taken and subject to there being no outstanding bills relating to utilities etc. The lettings market has grown immensely due to the increasing Buy to let market and with an increase to new build added to the marketplace the level of quality has improved greatly.