



## Find a Tenant Only Service

### **Prior to tenancy being agreed we will:**

- 1) Meet at the property to discuss what you are hoping to achieve by letting it out, and advise on how best to achieve this.
- 2) Give you details of current rental trends / market prices and discuss how to make the most of your property.
- 3) Provide access to our pre-let maintenance team to help with any refurbishment requirements prior to letting and for general maintenance throughout the tenancy (costed on a job by job basis).
- 4) Take detailed notes so that we can describe the property to potential applicants and take photographs for advertising.
- 5) Advertise the property on Rightmove, Gumtree and other appropriate property websites to offer maximum exposure, as well as making sure the property has maximum exposure in our window at our exceptional town centre office.
- 6) Deal with all telephone enquiries regarding the property, arrange viewings with the outgoing tenant if applicable, ensuring that the necessary 24 hours notice is given.
- 7) Carry out viewings during the day, in the evening and at weekends if necessary, if appropriate and agreed with your outgoing tenant (where applicable).
- 8) Spend time during the viewings asking appropriate questions to the potential applicant in order to establish a good rapport with them and to find out as much about them as possible in order to make a judgement as to whether they will be suitable tenants.
- 9) Assess potential applicants to establish that they have sufficient funds to cover the rent and associated costs.
- 10) Contact previous landlords to find out their payment history and how they have looked after the property. Where possible we try to do this by telephone as previous landlords will be more forthcoming this way than if they are simply replying to questions on paper.

### **Upon commencement of an agreed tenancy we will:**

- 11) Arrange to meet the tenants at the property and go through a very thorough written inventory with them, adjusting anything if necessary.
- 12) Take meter readings, and ensure that Cherwell District Council, utility companies and Thames Water are informed about the change of tenancy.



- 13) Produce an Assured Shorthold Tenancy Agreement on behalf of the landlord, ensuring these are signed and completed accurately.....for six or twelve months as negotiated between the tenants and landlord.
- 14) Provide the tenant with a Check out procedure check list so that your expectations for the end of the tenancy are understood.
- 15) Arrange a gas and electrical check to be carried out by our experienced and registered contractors, unless of course you have your own preferred people, and will ensure that these are diarised and arranged when renewals are needed.
- 16) Secure the deposit and first month's rental payment from the tenant on your behalf, and arrange for this to be forwarded to you minus our fee.
- 17) Pass on your contact details and bank account information for further payments, and make sure that you have all the information you need for your future dealings with your tenants.
- 18) Produce a rental statement for both you and the tenants to ensure information is kept accurate, and keep copies of everything at our office in case anything is needed in the future.
- 19) We will be available for advice and further assistance regarding the tenancy.

**The cost for this service is: Up to one month's rent plus VAT.**

**Landlord Tariff of Charges September 1<sup>st</sup> 2016 onwards:**

Initial tenancy set up fee	£300.00
End of tenancy renewal on to a periodic contract	£100.00
Registration of the deposit with the TDS Scheme	£25.00
Find a tenant only service	up to one month's rent
Standard full management service	10%

Any previously agreed special rates will remain.

All charges are now subject to VAT at 20%.