



INTRODUCTION ONLY SERVICE

Our Service Includes:

1. Advising you on the likely rental income and pre-letting preparations.
2. Advertising and generally marketing the Property.
(Window display, local papers, free local publications, distribution of our property listings to local companies, and websites: Alanhawkins.co.uk, Zoopla, Rightmove.co.uk, HotProperty.co.uk, Fish4homes.co.uk, Primelocation.com, Findaproperty.com)



3. Interviewing prospective tenants and undertaking comprehensive referencing by an independent company including: financial, fraud & id, employment and address status. Where necessary, additional security would be requested by means of a guarantor. In the case of a company, a full company reference would be taken.
4. Accompanying prospective tenants to view the Property.
5. Collect the first months rent and holding deposit, set up standing order for future payments.
Please note that with effect from the 6th April 2007 you will now be responsible 'as landlords' in making sure that the tenants deposit is placed into a government approved deposit scheme within 14 days of receiving it.
6. Notifying the utility companies (principally electricity, gas and water) of meter readings and advising them of the transfer of service contracts to the tenant at the beginning of each Tenancy. The local authority will also be notified.
7. Prepare our own Tenancy Agreement and corresponding notice necessary for the Landlord to gain the protection of the relevant rent and housing acts.
8. Prepare an Inventory and Schedule of condition.
9. In addition we can provide you with details on a range of landlords insurance policies that can cover you for: contents insurance, buildings insurance, legal cover, rent cover and 24hr emergency cover
10. Arrange Landlords Gas Safety Check, Electrical Check + PAT test, & EPC certificate if requested to do so.

In addition we can carry out the following services: (extra cost)

- Service a section notice i.e. “section 21 Notice to quit”
- Property inspection check
- Tenancy Agreement renewal
- Final property inspection check-out