Rent -Collection Service

The rent collection service includes:-

1. Free rental valuation, advising the landlord as to the current rental valuation of your property, whilst every endeavor on our part will be made to achieve this valuation, no guarantees can be made
2. Marketing of your property with colour information sheets, window displays, local media and several internet sites. This will include the showing of your property to potential tenants.
3. All potential tenants undergo a rigorous vetting procedures which include credit searches, previous landlords checks and employment references. Where necessary, additional security would be requested by means of a guarantor.
4. Drawing up of the Assured Shorthold Tenancy agreement and having two copies signed by the tenants. This will ensure that the landlord is protected by all the current relevant Housing Acts. Renewals of the tenancy agreement, where necessary at the end of the fixed term. The Agent will advise the Tenant(s) of their obligations under the terms of the Tenancy Agreement clearly and the consequences of any breaches of the tenancy agreement, prior to the signing of the Tenancy Agreement.
5. A security deposit is taken from the tenant which amounts to a month and a halfs' rent. This deposit will be registered with The Dispute Service and will be used should there be any unfair wear or tear at the end of the tenancy.
6. A comprehensive inventory of the condition of the property will be compiled prior to the commencement of the tenancy.
7. The Agent will collect rent monies and pay landlords by direct bank transfer, wherever possible. A statement of accounts will follow each payment. A full set of end of year accounts can be produced for landlords, showing all activities throughout the previous twelve months. There will be an additional charge should you require this service.
8. Liaising with the tenants, for them to change over the responsibility of the utility providers.
9. Full property inspections and inventory checks are performed at the end of each tenancy, checking for any unfair wear or tear and damaged/missing items of landlords' property.

Not Included:-

1. We will not carry out routine inspections of the property
2. We will not be the first point of contact should any emergency or maintenance issues arise. The Landlord should provide the tenant with direct contact details, for the tenants use in these situations.

Scale of Fees

Initial once-only setting up fee	£90.00 including VAT (£75.00 + VAT)
Commission (based on monthly rent collection)	9.68% including VAT (8% + VAT)

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