

landlord services

for your peace of mind

We are an accredited member of The Property Ombudsman, so you can be sure our procedures and advice are both professional and thorough.

marketing your property

We can advise you on the appropriate market rental value of the property and, following receipt of instructions to let the property and the signed terms of business we will begin marketing. If you supply us with a set of keys, we can arrange viewings without you needing to be there. An experienced member of our staff will accompany all viewings.

Your property will be registered on the UK's Number 1 property website www.rightmove.co.uk as well as www.findaproperty.com, www.propertyfinder.com and our own website, www.h2hrealstate.co.uk. Additional marketing will include appropriate advertising. With your permission and subject to local restrictions, arrangements will be made for a 'to let' board to be erected.



FindaProperty.com



www.h2hrealstate.co.uk

key features of our services

letting service

- free market appraisal
- marketing your property to prospective tenants via the relevant channels
- negotiating the tenancy terms
- referencing your tenant
- preparing and arranging the signing of the agreement
- collecting the initial rent and deposit prior to the commencement of the tenancy
- preparing the initial standing order for future payments
- ongoing processing of rent during the tenancy
- regular statements of rent
- dealing with any initial arrears
- arranging the renewals/extensions of tenancies
- service of relevant possession Notice (on written request)
- arranging the inventory and check in (for an additional cost)



full management service

Includes **all** elements of the letting service, **plus**:

- being the point of contact for you and your tenant throughout the tenancy
- dealing with maintenance issues (subject to the appropriate funds being available)
- tenancy inspections - to assess the general condition and decorative state of the tenanted property. Will be carried out once per tenancy or once per year (whichever is the shorter)
- arranging the renewal of Gas Safety Records
- arranging the renewal of Portable Appliance Testing
- paying ground rents and service charges, etc, subject to provision of a suitable invoice and the relevant funds being held on account
- supplying your tenant with emergency repair contact details
- notifying the relevant utility companies and local authority on change of occupier
- arranging the check out (for an additional cost)
- assisting in any required negotiations regarding deductions from the deposit



pre-letting service

To help and assist in preparing your property for letting, this service can include:

- safety checks (gas/electrical, etc)
- cleaning
- refurbishment
- security
- gardening
- agreed additional services



empty care service

Most insurance policies will lapse if a property is left uninhabited. If you would like us to manage your property while untenanted we can offer the following:

- weekly visits to the property
- undertaking emergency repairs, subject to available funds
- organising the repair of minor faults on written instruction from you
- collection and forwarding of unopened mail within the UK

Optional extras can include the following (cost available on request):

- payment of property-related bills
- collection and forwarding of unopened mail overseas
- draining down the central heating system
- compliance with insurance company stipulations regarding empty properties
- upgrading or refurbishment



For help and advice or further information on any aspect of our letting and management service, please just ask.