



Lettings & Management

## SERVICES OFFERED

We are open 7 days a week

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Advertise on all major portals including RIGHTMOVE, ZOOPLA , ON THE MARKET, and our own website [www.martinallsuch.co.uk](http://www.martinallsuch.co.uk)

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Accompanied viewings by our professional full-time agents

Preparation of detailed particulars of property

Forward offers immediately when received

Comprehensive referencing by a reputable referencing agent for each tenant to include.

- Credit Check
  - Employment and financial suitability
  - Proof of current residency
  - Right to rent in the UK (obtaining ID for each tenant)
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If a Guarantor is required, comprehensive referencing is carried out by a reputable referencing agency and a legally binding Guarantor document is prepared.-

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A reference report will be provided, once all checks have been completed. If the Tenants references are satisfactory, we will offer a rent guarantee, which will cover you if the Tenant defaults on the rental payments and the legal costs to evict will be covered by this policy.  
**(Additional cost, depending on the level of rent)**

Preparation of the Tenancy Agreement between Landlord and Tenant. \_

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Collection and protection of dilapidations deposit with the Deposit Protection Service (Government Scheme) **(additional cost)**

We will provide:

- Copy of the Assured Shorthold Tenancy Agreement
- Statement with Income and Expenditure
- A commission fee note for our services
- Copies of letters sent to the utility companies
- Copy of the signed Guarantor form (if applicable)

We can arrange the below upon your authorization, and at your cost:

- Gas safety inspections
- EICR & PAT electrical testing
- A risk assessment for Legionnaire's disease
- Energy Performance Certificate
- Pre-tenancy cleaning
- Repairs to ensure your property is ready for your Tenants

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Comprehensive Inventory and Schedule of condition report including photographs and meter readings where available. **(additional cost)**

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Issuing of the required Section 21 notices for possession, arrears, breach or notice to quit **(additional cost)**

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Submitting rent reviews to ensure you are getting market rent

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**Negotiate extending ASTs with existing tenants (including preparation of new tenancy agreement and providing the tenant with all legal documents required)**

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At the end of the Tenancy:

- Arranging the check – out report with photographs and meter readings where available **(additional cost)**
- Negotiating any deposit retention if applicable

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**IF YOU REQUIRE FULL MANAGEMENT ON YOUR PROPERTY – The below services are available**

We have a panel of contractors and service providers who are available and competitively priced. However, if you prefer to use your own contractors, we will liaise with them on your behalf.

Rent collection available, inclusive of chasing arrears **(additional cost)**

Monthly statement with income and expenditure if rent is collected

Personal inspection of the property and contents on request. **(additional cost)**

Dealing with insurance companies on your behalf if there is damage to the property. **(additional cost).**

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## LANDLORD FEES

Tenant find – 10% (excluding VAT). Please note that our fees are based on the length of the tenancy

Full Management – 5% (excluding VAT)

**Company Registration No: 9219545**

