



Landlord Services

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Every landlord has different needs, therefore we offer different levels of service depending on how hands on and involved you would like to be. Please find a full list of our services and what is included in each. We can also tailor a package to suit your needs if required. We are proud members of Safeagent and The Property Ombudsman (Independent Redress Scheme) and we are covered by Client Money Protection (CMP). Letting agents displaying the Safeagent logo are part of a Client Money Protection (CMP) Scheme which ensures that they are protecting their clients' monies.

Service	Let only	Rent Collection	Full Managed	Fully Managed plus
Sign up Fee	1st months rent* Minimum fee of £600	£360 inc VAT	£360 inc VAT	£360 inc VAT
Management Fee	N/A	8% + VAT 9.6% inc VAT	10 %+ VAT 12% inc VAT	13% + VAT 15.6% Inc VAT
Property Appraisal and Rental Valuation	✓	✓	✓	✓
Tenant Referencing	✓	✓	✓	✓
Inventory and Schedule of Condition	From £120 inc VAT	From £120 inc VAT	From £120 inc VAT	From £120 inc VAT
Tenancy Agreements	✓	✓	✓	✓
Deposit Registration & Compliance	£60 inc VAT Annually	£60 inc VAT annually	£60 inc VAT annually	£60 inc VAT annually
Tenant Check in	✓	✓	✓	✓
Periodic Property Inspections	N/A	£60 inc VAT	✓	✓
Dealing with Rent Arrears	N/A	✓	✓	✓
Serving Section Notices	£120 inc VAT	£90 inc VAT	✓	✓
Rent Guarantee Insurance	N/A	£30 inc VAT	£30 inc VAT	✓
Rental Increase Negotiation	N/A	✓	✓	✓
Contacting Utility Suppliers & Void Cover		✓	✓	✓
Managing your Legal Safety Requirements	✓	✓	✓	✓
Full Check Out and Inventory Update		✓	✓	✓

No Let No Fee!

We will only charge you a fee once we have found you a suitable tenant.

Property Appraisal and Rental Valuation Our valuer will go to your property and use local comparable data and recent lets in the area. We will look at rental yields for similar properties in a similar condition and advise on the best marketing price and expected returns that will be achievable.

Database of Potential Tenants

We have a large database of potential tenants that are looking for properties in the local area. Once we have confirmed the details of your property we will go through and find suitable matches and contact them first to find out if they would be interested in viewing.

Property Marketing and Advertising

We will market your property across the 3 major property portals with the widest audience. It will also be featured on newtonfallowell.co.uk.

We will produce a detailed set of particulars including high quality photography, floorplans and room descriptions as well as local area information. Our team of local lettings specialists will match your property to our database of potential tenants.

Accompanied Viewings & Feedback

Our friendly and professional team will show prospective tenants around your property and will point out the key features to maximise its appeal. We will carry out block viewings if necessary and all to fit around a time that suits you.

Tenant Referencing

Having confidence in your tenant is critical and in partnership with Let Alliance we will conduct an Ultimate Global Reference which includes; Electoral roll verification, a full adverse credit check, CCJs/Bankruptcy Orders/IVAs check on all declared and undeclared addresses, income verification including employers, accountants and pension providers as required, previous and current landlords. Also to include a Right to Rent check as part of our mutual requirement under the Immigrations Act.

Tenancy Agreements

Once we have successfully referenced your prospective tenants we will begin to draw up a tenancy agreement. Our agreements are continuously updated to comply with latest legislation to protect you and your property. We use the latest digital signature technology to speed up the process and to make it easier for you to manage your agreements.

Deposit and Rent in Advance

We will take a deposit and the first month's rent in advance of the tenant checking in to the property.

Deposit Registered with TDS

It is a legal requirement to protect a tenancy deposit taken for an assured shorthold tenancy by holding it within an approved Tenancy Deposit Scheme for the duration of a tenancy. We will register your deposit with the Tenants Deposit Scheme (TDS) within the specified timeframe and provide tenants with the prescribed information they require explaining how their money is protected.

Contacting Utility Suppliers & Void Cover

We will manage the handover of all utility providers and inform them of meter readings and move-in dates to make sure accounts are allocated to the correct person. We will also contact the local council tax department to let them know who is moving in. We will include all the meter reading information on our detailed schedule of condition. We can also cover you for energy void periods through our partner Help The Move who will make sure that your tenant gets the best deal for them and that you don't get any bills in vacant periods.

Inventory and Schedule of Condition

Before moving your tenant in we will produce a full photographic inventory and detailed schedule of condition. This document will be very important in providing evidence of the condition of your property at the beginning of the tenancy, so will be crucial in resolving disputes at the end of the tenancy. We will make sure that both you and the tenant have seen and approved the inventory and provide copies to you both.

Tenant Check in

We will meet your tenant on the day of move-in and hand over the keys and all of the relevant legal documents including the inventory and make sure that everything goes smoothly.

Tenants' Liability Insurance

We understand that accidents can happen so we will advise that all of our tenants have sufficient cover to protect your household goods, fixtures and fittings. Further protecting your property!

Rent Processed Same Day 5 Days a Week

We know how important it is to receive your rent on time. We will process your rent the same day that we receive it. 5 Days a week.

Renewal and Rental Increase Negotiation

We monitor the Rental Price Index closely and when the tenancy agreement fixed period comes to an end we will discuss with you the possibility of an increase in your rent. If you would like us to, we will enter in to negotiations with your tenants and if we can agree, a new Tenancy Agreement with the new rent will be drawn up.

Dealing with Rent Arrears We will deal with any late or non-payment of rents when they occur from the first day right through until payment is received or the necessary notices are served and vacant possession is gained. We know that good tenants can have changes to their situation that are unforeseeable and that is why we have our industry leading Rent Guarantee. See below for more details.

Annual Portfolio Review

We will make sure you are getting the most out of your portfolio whether you have 1 property or 30. We will work with you to understand what your goals and budget are, and help to advise you on the best way to achieve that. Through our relationship with Mortgage Advice Bureau we can make sure that your portfolio is financed as efficiently as possible.

Quarterly Property Inspections

We know how important it is to protect your investment. That is why we will make quarterly inspections to your property and we will use the original inventory document as the start point. We will visit the property and take photos and make notes of any material changes to the property and report back to you once we have a full report.

Full Check Out and Inventory Update

At the end of the tenancy we will revisit your property and do a thorough final inspection and check it against the original inventory. We will take all the meter readings and produce a report. We will collect all the keys and then call you to discuss our findings.

Deposit Reconciliation

We will discuss any potential deposit deductions with you and your tenant and if you reach agreement we will keep back any monies required to complete necessary work and send the remaining deposit to the tenant. If an agreement can't be reached we will work with the Alternative Dispute Resolution to assist in resolving any disputes as swiftly as possible.

Managing Your Legal Safety Requirements

We will ensure your property is up to date with gas safety certificates, legionella risk assessments, and electrical checks where appropriate. There are other requirements dependent on your property and we are here to make sure you comply with all the ones that are relevant. We will check all fire alarms have been tested and that you have the correct licenses. Keeping your property and your tenants safe.

Premium Property Listings on Leading Portals

To make sure your property is seen by even more tenants, we will upgrade your Rightmove listing to a premium listing. This drives an increased click-through rate, getting your property seen by more potential tenants. More interest can result in an increased rent for you.

Boosted Social Media Video Advertising

We will shoot a short selfie-style video outside your property to show off the kerb appeal. We will then upload it to Instagram and boost on Facebook to a demographic of 1,000s of local people. We have found that this is a great way of creating a buzz and generating a lot of interest for new homes to the market.

Landlords Rent Guarantee

When tenants can't or won't pay, you are protected from rent arrears and tenancy breaches. Relax in the knowledge that your rent is protected and you will not be out of pocket.

10 Questions to ask your lettings agent

Before instructing any agent to let your property, make sure you are happy with their answers to the following questions:

- 01.** Are you a member of an approved scheme?
- 02.** Do you have client money protection?
- 03.** How do you market my property to find the right tenant?
- 04.** Do you have a database of active tenants?
- 05.** How do I choose the right tenant?
- 06.** How will you ensure my property is compliant with all safety regulations?
- 07.** What happens with my tenant's deposit?
- 08.** Do you conduct photographic periodic visits?
- 09.** Do you conduct rent reviews on my property?
- 10.** Do you offer Nil excess Rent & Legal protection?



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