

THE LETTING CENTRE

Thank you for contacting us with a view to possibly managing your property and may we take this opportunity of explaining to you the professional service we are able to offer.

W.H. Breading have been successfully managing clients' residential and commercial properties for over 60 years and since 1984 from the Faversham office. We now have a substantial management portfolio in our Faversham office and are probably the premier letting agents in the area.

We normally have a very active list of good potential tenants looking for rental property, as we advertise our available properties on not only our own web site but all the other premier property web sites. We personally interview all potential tenants and take up comprehensive credit references at no cost to the landlord. Should however the landlord decide not to go ahead for any reason after potential tenants have paid for credit references, then the landlord would be responsible for reimbursing this charge to the tenant. We also offer landlords a rent guarantee scheme and enclose an information leaflet explaining the advantages.

Without exception all our leases are Assured Shorthold Tenancy Agreements for an initial minimum period of 6 months period. The Agreement can then be renewed for further 6 or 12 month periods, or alternatively it could continue on a rolling monthly basis. If the latter is selected then a landlord can give a tenant two months notice to vacate the property, or the tenant would be required to give one month's notice.

Before a tenancy commences the property must be in a clean, tidy and presentable order, as a well maintained property in a good decorative order has a greater chance of achieving the best rental figure and the property treated with greater respect by a tenant.

Gardens should be left neat, tidy and rubbish free, with any lawns cut. Tenants are required to maintain gardens to a reasonable standard throughout the tenancy.

Electrical, gas, plumbing, waste, and central heating systems must be safe, sound and in good working order. It is always helpful if the landlord leaves information for the Tenant regarding appliances, heating and hot water controls, etc.

Smoke alarms must be fitted in the property, one on each level and a carbon monoxide alarm must be supplied.

Before a tenancy can commence we must have a current Gas Safety Certificate carried out by a GAS SAFE registered engineer, and renewed annually. We would also recommend an electrical check be carried out by a qualified electrical engineer, to ensure that the wiring is safe and up to date. This should be renewed every five years. We must also have an EPC (Energy Performance Certificate) which will last 10 years and a Legionella certificate for water quality. If required, we can arrange all these reports and certificates for you.

We shall need from the landlord details of all the utility suppliers and the tenant will be responsible for these utility accounts from the start date of the tenancy. We will provide to the tenants details of the relevant suppliers for them to contact and arrange all new accounts in their name(s). Meter readings for gas and electric will also be taken by the inventory clerk on the day that the tenant moves in.

It is the responsibility of the landlord to have adequate buildings insurance on the property at all times and to supply us with these details. The tenant will be responsible for the contents insurance.

A professional Inventory will be prepared by our Clerk and form a schedule to the tenancy agreement. The clerk will check-in all tenants with this inventory and check them out if the property is managed. This is a third party cost which will be deducted from the first months rent.

If there is a mortgage on the property the landlord should obtain the mortgagees consent to letting the property.

Please note that your rental income should be declared to the Inland Revenue for tax purposes. If you intend to live or work abroad, we are required by law to deduct tax from your rental income, unless you are able to provide from your Tax Office a Tax Exemption Certificate, that you are exempt.

If you wish us to manage your property, there is a small fee of £5+VAT deducted from your monthly rental statement for a Legal Service. This is provided by Boys & Maughan Solicitors who are on hand for any legal advice you may have throughout the tenancy and will issue correct legal Notice to your tenants at the end of the tenancy on your behalf.

We offer three types of rental management service:

1. FULL MANAGEMENT - UNFURNISHED PROPERTY

50% of the first months rent + VAT and 10% of monthly rental income + VAT thereafter.

We will market your property and carry out viewings until we have found a suitable tenant and then carry out the relevant referencing through Rent4sure, a premier referencing agency. When satisfactory references are received, we will prepare the tenancy agreement.

The Inventory clerk will check the new tenant into your property and agree the schedule of condition and at the end of the term check them out against the original schedule of condition, together with the appropriate meter readings for Gas and Electric.

The tenants rent will be paid into our office each month and upon clearance of any cheques, the net rent after deductions, will be deposited into your bank account, according to your instructions. The monthly commission statement will be sent to your email address. Tenants will only report to us throughout the tenancy and we will contact you, should it be necessary, regarding any repairs, maintenance or queries.

The tenant's security deposit, normally one month's rent plus £200, is required by Law to be registered with a deposit protection company. We use one of the three authorised companies called, the 'Deposit Protection Service Ltd' who will hold the deposit in their account. The security deposit will only be returned to the tenant at the expiration of their tenancy upon satisfactory inspection of the property and garden.

2. FULL MANAGEMENT - FURNISHED PROPERTY (completely furnished except for bed linen and towels).

50% of the first months rent + VAT and 12.5% of monthly rental income + VAT thereafter.

It is the landlord's responsibility to ensure that all beds, headboards, mattresses, cushions, pillows, etc. comply with the current Furniture & Furnishings (Fire & Safety) Regulations. Items which comply will have a suitable permanent label attached. Any non – compliant items must be removed before a tenancy commences.

We will market your property and carry out viewings until we have found a suitable tenant and then carry out the relevant referencing through Rent4sure, a premier referencing agency. When satisfactory references are received, we will prepare the tenancy agreement.

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3. TENANT FINDING ONLY

The fee for this service is the first months rent Inclusive of VAT (capped at a maximum fee of £800 inc VAT) which includes administration and preparation of the agreements. The fee will be deducted from the initial statement, together with any other 3rd party costs and submitted to the landlord. At this time, an invoice for any balance due will also be sent to you.

We will market your property and carry out viewings until we have found a suitable tenant and then carry out the relevant referencing through Rent4sure, a premier referencing agency. When satisfactory references are received, we will prepare the tenancy agreement.

The Inventory Clerk will check the new tenant into your property and agree the schedule of condition and appropriate meter readings. This is a third party cost and an invoice will be sent to you for this.

The landlord will then take over the rent collection and management from that point. Government regulations require that the Tenants security deposit is held in an approved scheme. We are registered with the 'Deposit Protection Service' and will secure the deposit with them. At the end of the tenancy it is the landlord's responsibility to check the tenant out of the property and authorise the return of the deposit. If you have other properties, are a member of one of the approved schemes and would like to hold the deposit yourself, please advise us of the details and we will arrange for the funds to be forwarded to you.

We hope that this guide has been of assistance to you. If you have any further questions or there is anything you are unsure of, please do not hesitate to contact us.

Meanwhile we look forward to receiving your instructions.

These are the management services we provide depending on which service best suits you

1. UNFURNISHED PROPERTY
2. FURNISHED
3. FIND ONLY TENANT

	1	2	3
ADVERTISE PROPERTY & CONDUCT TENANTS OVER PROPERTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INTERVIEW & REFERENCE TENANTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PREPARE TENANCY AGREEMENTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ARRANGE FOR INVENTORY & PROPERTY CONDITION REPORT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ARRANGE FOR DETAILED FURNITURE INVENTORY & CONDITION REPORT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ARRANGE GAS SAFETY INSPECTION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARRANGE ENERGY PERFORMANCE CERTIFICATE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARRANGE ELECTRICITY CERTIFICATE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARRANGE SERVICE LIST FOR TENANTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ARRANGE FOR TENANTS TO BE CHECKED INTO PROPERTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ARRANGE FOR GAS & ELECTRIC METER READINGS AT BEGINNING OF TENANCY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COLLECT RENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACCOUNT TO LANDLORD MONTHLY WITH STATEMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PREPARE ANNUAL DETAILED STATEMENT FOR TAX RETURN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CALL ON TENANT REGARDING ANY LATE PAYMENTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARRANGE "HANDIMAN" FOR MINOR REPAIRS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARRANGE FOR TENANTS SECURITY DEPOSIT TO BE HELD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CONTACT LANDLORD FOR MAJOR REPAIRS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
"DEPOSIT PROTECTION SCHEME" COVER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RENEW TENANCY AGREEMENTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NEGOTIATE ANNUAL RENT INCREASES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARRANGE FOR TENANTS TO BE CHECKED OUT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARRANGE PROFESSIONAL CARPET CLEANING IF NEEDED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RESOLVE POSSIBLE TENANTS DISPUTES BEFORE RETURNING DEPOSIT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ARRANGE METER READINGS TO BE TAKEN AT END OF TENANCY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXCLUSIVE AGENCY AGREEMENT TO MANAGE PROPERTY

Re:.....

We thank you for your kind instructions to manage your above property and we will commence our marketing on

Landlords Names:.....

Landlords Names:.....

Address:.....

Home Tel:.....Work Tel:.....

Mobile Tel:.....

Email:.....Asking Rent:..£ PCM.....

Agency:

The Landlord(s) hereby appoints W.H.Breeding (Managing Agents) as their exclusive agents to find suitable tenants for the above property on a basis for an initial period of twelve months, unless on a "Find Only Tenant", at the agreed commission of Should the Landlord(s) wish to terminate this agreement for any reason, the Managing Agents shall be entitled to their agreed commission during the initial period provided a tenant is in occupation and paying the prescribed rent.

Repairs, etc:

The Landlord(s) hereby give authority for the Managing Agents to effect repairs, etc. up to £..... without first consulting the Landlord(s). The managing agent does not accept repairing liability, which remains the responsibility of the Landlord and their insurers.

EPC (Energy Performance Certificate):

On behalf of the Landlord(s) the Managing Agent will obtain, as required by Law, the EPC before the tenant commences occupation at a cost of+ VAT.

Warranties by the Landlord(s):

- (a) That they are the owners of the property and are entitled to let same.
- (b) That they will not instruct any other agent to manage the property.
- (c) That should they find a tenant, all negotiations will be conducted by the Managing Agents who will be entitled to their full commission.

Signed

Landlord(s):.....Date:.....

Signed

Managing Agents:.....Date:.....

Please also include details of the following when returning this form:

- **Gas safety certificate (we can arrange if necessary)**

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- **Electrical report (we can arrange if necessary)**

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- **Smoke alarms installed on each level (We can arrange if necessary)**

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- **Carbon Monoxide alarm fitted (We can arrange if necessary)**

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- **Legionella certificate for water quality (We can arrange if necessary)**

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- **Details of insurance held on the property**

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- **Bank details for monthly rental payments to be paid into**

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- **Details of current utility providers for the property**

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- **Council tax band of property**

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- **Any other information that might be helpful or relevant to the property:**

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