

# Services & packages 2021

Your local, independent letting agent  
based in Broseley, Shropshire.

## Services Fully Managed

For the busy landlord that wants a stress-free life and needs everything taking care of.

### Fees and Marketing

- ✓ We charge a no let, no Fee.
- ✓ We visit your rental property and complete a valuation, gain an understanding of what sort of tenant you want and how much your property could achieve PCM.
- ✓ We fully market your property on Rightmove, Onthemarket, [www.habitatlettings.co.uk](http://www.habitatlettings.co.uk) and our Habitat Lettings Facebook page.
- ✓ We arrange appointments and accompany all viewings.
- ✓ We will supply you with feedback following all viewings.

### Referencing and Start of Tenancy

- We complete full credit checks and ID checks on tenants, including Right to Rent.

- We complete full tenant referencing including:
  - Employment Referencing
  - Current Landlord Referencing
  - Previous Landlord Referencing for up to 3 years (if applicable)
  - Personal Referencing
- We draw up legally correct ARLA approved tenancy agreements, these are issued to all parties online for electronic signature. (Hardcopy tenancies can be posted out if required)
- We issue a 'How to Rent' Guide to your tenants.
- We will collect five week deposit and the first months rent from the tenants.
- We complete a standing order for rent and send to the relevant bank.
- We will complete a Schedule of Condition for the property, including inventory and meter readings including time/date stamped photographic evidence.
- We will complete a Legionella Risk Assessment for the property.
- We will inform all utility companies and local council that new tenants have moved into the property, and end the previous account.
- We will lodge the deposit with a government backed scheme and issue relevant paperwork.

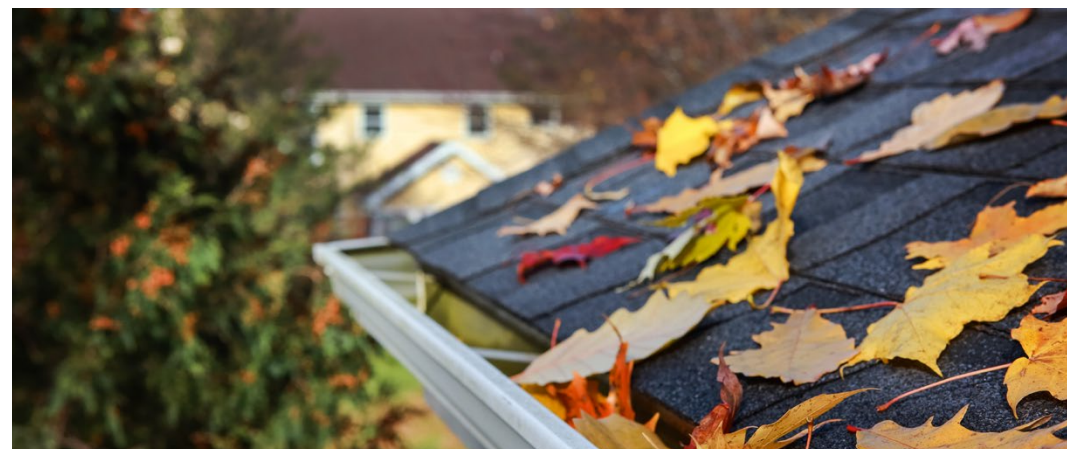
## Services Fully Managed

### During the Tenancy

- We will collect the rent each month. If any rent is not received, we will complete the steps to gain payment from the tenants, this will include telephone calls and letters. Once payment is received we will transfer it straight into your chosen bank account.
- We will arrange Gas Safety Certificates to be completed during tenancy (if required)
- We will arrange Electrical Installation Condition Report to be completed during tenancy (if required)
- We will arrange Energy Performance Certificate to be completed during tenancy (if required)
- We will send an electronic invoice for our services each month.
- We will complete regular inspections of your property, to check the condition of your property, we will issue a report to you following each visit.
- We will manage all maintenance issues at the property during the tenancy, ensuring all of the repairs are carried out by qualified trades people.
- We offer a 24/7 emergency contact number for maintenance emergencies that may be out of hours! (Trust us.....as they usually are!)

### End of Tenancy

- We check out the tenant at the end of the tenancy and take the meter readings to inform all relevant utility companies and the local council the tenants have vacated the property.
- We use our initial colour inventory completed at the start of the tenancy to identify potential security deposit claims.
- We take time/date stamped photos of any damages/cleaning, which may be required to use as evidence against any deposit claims.
- We will assist in providing evidence to the deposit government backed scheme, to help provide proof if you wish to claim funds from a tenants deposit against damages etc.



## Services **Let Only**

For the landlord that's hands-on with the property but needs help getting it to market and finding the right tenant.

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- We complete a standing order for rent using your bank details and send to the relevant bank.

### Additional Add on Items Available



Property Checks  
& Inventories



Legionella Risk  
Assessment



Government  
Backed Deposit



## Services Rent Collect Only

For the landlord that's happy managing and maintaining the property but wants an extra pair of hands to help collect the rent.

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Habitat-Lettings\_Services\_2021\_v1.0.pdf  
[www.habitatlettings.co.uk](http://www.habitatlettings.co.uk)

