

# Services & packages 2023

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 will:

- Visit your rental property for a valuation, find out more about your ideal tenant and let you know how much rent you should charge per month.
- List your property on Rightmove, Onthemarket and our website/ social channels.
- Arrange appointments, accompany all viewings and give you feedback afterwards.

And if there's no let, there's no fee.

### At the start of the tenancy, we'll...

- Complete a full credit check and ID check on the tenant, including Right to Rent.
- Sort all tenant references, including those from their employer, current and previous landlord (where applicable) and a character reference.

- Draw up a legally correct, ARLA-approved tenancy agreement and upload it online so all parties can sign electronically (hard copies can be sent in the post if needed).
- Give your tenant a 'How to Rent' guide.
- Collect a five-week deposit and first month's rent.
- Put a standing order in place with relevant banks so rent can be paid directly to you.
- Make a Schedule of Condition, take an extensive inventory and time/ date-stamped photos of meter readings.
- Carry out a Legionella risk assessment
- Let the utility companies and local council know that new tenants have moved in, and end the previous account(s).
- Lodge the deposit with a government-backed scheme and issue relevant paperwork.

### During the tenancy, we'll:

- Collect the rent each month. If it isn't paid, we'll take steps to recoup it and transfer it to your account upon receipt.
- Send you a monthly invoice for our services, usually via email.
- Check the condition of the property with regular inspections and give you a report on the findings.



## Services Fully Managed

- Manage all maintenance issues and make sure all of the repairs are carried out by qualified tradespeople.
- Give tenants a 24/7 emergency contact number for maintenance emergencies that are out-of-hours because trust us, they usually are!

If needed, we'll also arrange the necessary gas, electric and energy certificates.

### At the end of the tenancy, we'll:

- Check-out the tenant, take the meter readings, then let the utility companies and the local council know that they've moved out.
- Use the colour inventory completed at the start of the tenancy to see if there are any potential security-deposit claims.
- Take time/date stamped photos of any damages/cleaning, which might be needed as evidence against any deposit claims.
- Help you provide evidence to the government-backed deposit scheme if you want to claim funds back against it.



## 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.

### Fees and Marketing

We will:

- Visit your rental property for a valuation, find out more about your ideal tenant and let you know how much rent you should charge per month.
- List your property on Rightmove, Onthemarket and our website/ social channels.
- Arrange appointments, accompany all viewings and give you feedback afterwards.

And if there's no let, there's no fee.

- Draw up a legally correct, ARLA-approved tenancy agreement and upload it online so all parties can sign electronically (hard copies can be sent in the post if needed).
- Give your tenant a 'How to Rent' guide.
- Collect a five-week deposit and first month's rent from the tenant.
- Put a standing order in place with relevant banks so rent can be paid directly to you.

### At the start of the tenancy, we'll...

- Complete a full credit check and ID check on the tenant, including Right to Rent.
- Sort all tenant references, including those from their employer, current and previous landlord (where applicable) and a character reference from an appropriate adult.

## 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.

### Fees and Marketing

We will:

- Visit your rental property for a valuation, find out more about your ideal tenant and let you know how much rent you should charge per month.
- List your property on Rightmove, Onthemarket and our website/ social channels.
- Arrange appointments, accompany all viewings and give you feedback afterwards.

And if there's no let, there's no fee.

- Draw up a legally correct, ARLA-approved tenancy agreement and upload it online so all parties can sign electronically (hard copies can be sent in the post if needed).
- Give your tenant a 'How to Rent' guide.
- Collect a five-week deposit and first month's rent from the tenant.
- Put a standing order in place with relevant banks so rent can be paid directly to you.

### During the Tenancy

We'll collect the rent each month. If it isn't paid, we'll take steps to recoup it and transfer it to your account upon receipt.

### At the start of the tenancy, we'll...

- Complete a full credit check and ID check on the tenant, including Right to Rent.
- Sort all tenant references, including those from their employer, current and previous landlord (where applicable) and a character reference from an appropriate adult.



Habitat-Lettings\_Services\_2023\_v1.0.pdf  
[www.habitatlettings.co.uk](http://www.habitatlettings.co.uk)

