

Valley Property Managers

www.valleypropertymanagers.co.uk
33 Withies Way
Midsomer Norton
BA3 2NE
Tel: 01761 418485
Email: info@valleypropertymanagers.co.uk

Our Services for full property management.

12%

 of acquired rent.

No VAT to pay

Our services comprise the following :-

1. Visiting you at your property and providing a rental valuation and any other advice which you may require about letting your property.
2. Advising you and maintaining compliance with the various safety regulations.
3. Locating suitable tenants. Your property will be advertised, if necessary. However, we have excellent contacts and often have tenants waiting.
4. Accompanying prospective tenants to view the property.
5. Obtaining and evaluating references and credit checks.
6. Preparing a suitable Tenancy Agreement and all other legally required documents.
7. Collecting a tenancy deposit, to be lodged with a custodial scheme administered by the "Deposit Protection Service" This is a non interest paying scheme.
8. Preparing an Inventory and Schedule of Condition.
9. Checking the tenant into the property and agreeing the Inventory.
10. Supervising the transfer of water, gas, electricity and council tax accounts into the tenant's name.
11. Receiving rental payments monthly in advance and paying you promptly, together with a detailed statement from our computerised management systems.
12. If required, paying regular outgoings for you from rental payments.



13. Inspecting the property periodically, and reporting any problems to you.
14. Arranging any necessary repairs or maintenance, liaising with you in the case of larger works.
15. Keeping in touch with the tenant on a routine basis and arranging renewals of the agreement, as necessary.
16. Checking tenants out, as required, re-letting and continuing the process with the minimum of vacant periods to ensure that you receive the optimum return from your property.

Our Fees for Letting and Managing

Our initial letting and advertising charge is **just £250**, which covers advertising on a number of property internet web sites, including our own. We produce a flyer with property details for mailing to prospective tenants. We supply a "To Let" display board outside the property if required and conduct accompanied viewings to the property.

Our ongoing management commission is **only 12%** of monthly rental payments. An administration charge may be made for each renewal of an existing agreement, depending on the circumstances of each individual tenancy, which will be discussed and agreed with the landlord at the appropriate time.

There is **NO VAT** to pay.

Optional additional services, as required.

- ❖ A free "To Let" display board can be supplied for properties within the Bristol and North East Somerset area.
- ❖ Energy Performance Certificate.
- ❖ Gas Safety Certificates.
- ❖ Electrical checks/certificates.
- ❖ Other requirements on request.
- ❖ Advice on the legal requirements of being a landlord.

We maintain a flexible attitude, and are generally able to adapt our service to meet our clients' individual circumstances and needs, for example, by providing a part only service, or alternatively, by taking on additional tasks and duties.

Client money protection

Any monies paid to us must be paid into our client account. This is an insurance based account that covers total loss of client's money for the client, not for us and is administered through the UK Association of Letting Agents (UKALA) of which we are paid up members.

Most of all we will keep you informed and will look after your investment.

