

Valley Property Managers

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£450

No VAT to pay

This service is specifically for landlords who wish to manage their own property portfolio thus avoiding ongoing management fees.

We specialise locally in the Chew Valley but also cover Bristol, Bath and the surrounding areas.

- ❖ We find tenants by advertising on a number of major property internet web sites, including our own. We produce a flyer with photographs and property details for mailing to prospective tenants.
- ❖ We take all the enquiries and select prospective tenants and only put forward those tenants that meet your letting criteria; we then arrange appointments for you to conduct the viewings.
- ❖ When the most appropriate tenants have been selected, we take a holding deposit from them to secure the property, while we carry out credit checks and references (employment and landlord references). These will be forwarded or discussed with you for consideration.
- ❖ On acceptance of the references and agreement to proceed with the tenancy, we will secure cleared funds for the first month's rent and the tenancy deposit. We will lodge the deposit with one of the government approved schemes on your behalf (normally the Deposit Protection Service). The balance of the first month's rent less our agreed fees will be transferred to your bank account on commencement of the tenancy. We will initiate a banker's standing order between the tenant and yourself for the ongoing rent.
- ❖ We will prepare the Tenancy Agreement and any necessary Deeds of Guarantee and Pet Agreements, if required. These will be forwarded to you and a copy to the tenants for approval prior to signing on the day the tenancy commences.



- ❖ After our fee is collected, all legal documents are passed to you for your continued running and management of the tenancy.

Optional additional services, as required.

- ❖ A free "To Let" display board can be supplied for properties within the Bristol and North East Somerset area. For properties outside this area, we charge a delivery fee depending on area of delivery; we also ask for a small deposit, which is returned on safe receipt back to us.
- ❖ Energy Performance Certificate.
- ❖ Property Inventory and Condition Report. (Includes a video record of the property)
- ❖ Gas Safety Certificates.
- ❖ Electrical checks/certificates.
- ❖ Other requirements on request.
- ❖ Advice on the legal requirements of being a landlord.

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In addition, we offer an ongoing rent collection service enabling us to give you early notification of late or non-payment. Our fixed fee for this is £25 per collection.

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We also offer a full management service for only 12% of the acquired monthly rent with no VAT to pay. Further details on request.

March 2019

