



Exchange Buildings

17-19 Cleveland Street
Redcar. TS10 1AR

Tel: (01642) 489393

Fax: (01642) 489261

enquiries@pgnpropertyservices.co.uk

Procedures for Fully Managed Lettings

ADVERTISING

We will advertise the property: -

- Once a week in the Evening Gazette Property Section
- On our Website: www.redcarletting.co.uk
- On Rightmove (*the UK's Number 1 Property Shop*)
- In our Office Showroom.



An advertisement for Rightmove.co.uk. It features a woman in a striped top and jeans carrying two large rolls of carpet into a room. A red banner in the top left corner says 'As seen on TV'. Below the image, a blue box contains the text: 'Property to let? We'll advertise your property on the UK's number one property website'. At the bottom, the Rightmove logo is shown with the text 'rightmove.co.uk' and 'The UK's number one property website'.

VIEWINGS

All viewings are made strictly through the office and one of our representatives will be on hand to show potential tenants around your property. We conduct viewings Monday, Tuesday, Thursday and Friday between 9am and 5pm and we have recently extended our viewing times on a Wednesday to between 9am and 8pm. This has proven to be very successful and has provided potential tenants more flexibility on the times they view.

Find us on the Web at www.pgnpropertyservices.co.uk

Registered in England No. 5644775

 **rightmove.co.uk**
The UK's number one property website



Exchange Buildings

17-19 Cleveland Street
Redcar. TS10 1AR


Tel: (01642) 489393

Fax: (01642) 489261

enquiries@pgnpropertyservices.co.uk

FINDING THE TENANT FOR YOUR PROPERTY AND THE AGREEMENT

- We ask tenants to be 25 years and over unless otherwise instructed by you.
- We ask that all tenants be in full time employment unless otherwise instructed by you.

-  We may impose restrictions on your property at your discretion *i.e. non-smokers/pets not acceptable.*

- We ask all potential tenants to complete a detailed Application Form.
- We carry out a credit/background check on all applicants through Homelet.
- We carry out employment reference checks independently.
- We obtain landlord references where applicable.
- We can offer an Express Rent Guarantee Package for an additional fee of £45.00 if instructed. Please see Homelet's Policy Wording before proceeding with this package.
- We will collect a deposit equivalent to one month's rent unless you instruct otherwise. We will handle the deposit in accordance with the Tenancy Deposit protection legislation.
- We will draw up an Assured Shorthold Tenancy Agreement for an initial period of six months. You are legally tied into this Agreement for six months.
- We will issue a Section 21 Notice to Quit at the commencement of the tenancy.
- We will set up a standing order for the tenant(s) to transfer the rent direct to our Client Account.

For more information regarding the Assured Shorthold Tenancy Agreement, the Section 21 Notice and it's implications please contact your Agent.

TENANT SAFETY

It is your responsibility to ensure that the property meets the legal safety requirements for rental property prior to the let.



Exchange Buildings
17-19 Cleveland Street
Redcar. TS10 1AR

Tel: (01642) 489393
Fax: (01642) 489261
enquiries@pgnpropertyservices.co.uk

As part of our service we can arrange to carry out the CP12 Landlords Gas Safety Certificate. The CORGI gas register in Great Britain will end on 31 March 2009. There will be no period of dual running and no grace period. From the 1 April 2009 you must be on the Gas Safe Register to legally carry out gas work and comply with the Gas Safety (Installation & Use) Regulations 1998. We can carry this out on your behalf for £77.50.

We can arrange for our electrician to carry out a periodic inspection of the electrics and appliances if instructed by you to do so.

The Energy Performance Certificate must be in place prior to the let. We can arrange to have this carried out a cost of £70.00.



THE MOVE IN

- Just before the tenant(s) move into the property we will carry out a detailed Inventory/Schedule of Condition of the property. An example of our Inventory can be found contained in the Information Pack.
- On the day of move in we will meet the tenant(s) at the property and we will ask the tenant(s) to sign the Inventory to confirm that they agree with the condition of the property, furnishings etc.
- We will take meter readings.
- We will hand over one complete set of keys which will be signed for by the tenant(s).

BACK AT THE OFFICE AND MANAGEMENT OF YOUR PROPERTY

- We will send a cheque to your Bank or direct to you or as instructed.
- We will issue you with monthly statements giving a break down of rent received and any deductions.



Exchange Buildings

17-19 Cleveland Street
Redcar. TS10 1AR

Tel: (01642) 489393

Fax: (01642) 489261

enquiries@pgnpropertyservices.co.uk

- We will inform the gas, electricity, water board and Council the details of the new tenant(s) and the date of the tenancy. You should ensure that you have contacted each of the suppliers prior to the let giving us authority as Agent to deal with them.
- In the event that there are any maintenance issues arising throughout the tenancy, we will arrange access for our contractors to rectify or a contractor of your choice will be used if instructed.
- We will assist with any minor Insurance Claim.
- We will chase any late payment of rent.
- We will carry out the CP12 gas safety check on an annual basis unless instructed by you to carry this out at the commencement of every tenancy which is advisable.
- We will carry out an initial inspection of the property after three months. We will then issue you with a report. If we have any concerns regarding the cleanliness or condition of the property then we will give the tenant 14 days to rectify any issues. We will then carry out a further inspection.



- We will carry out inspections every 6 months for the first two years of the tenancy and on a yearly basis after the two year period so as not to be intrusive.
- If the tenant breaches the tenancy agreement and vacates within the first six months then we will advertise the property and secure a new tenant free of charge. The tenant will be liable for the rent until the new tenant

moves in.

- We will complete a final inspection of the property and deal with any dilapidations in accordance with the Tenancy Deposit Protection legislation i.e. arranging for carpet cleaning, decoration work etc. As per our Terms and Conditions we cannot be held responsible for any loss or damage caused to the property either directly or indirectly by the tenant.
- We will inform the gas, electric, water board and Council the end of tenancy date and meter readings.
- We will issue a Section 21 Notice to Quit if there is any breach of the terms of the Tenancy Agreement. If the tenant fails to vacate the property when the



Exchange Buildings

17-19 Cleveland Street
Redcar. TS10 1AR

Tel: (01642) 489393

Fax: (01642) 489261

enquiries@pgnpropertyservices.co.uk

Notice expires then you must seek independent legal advice and be responsible for all costs involved in the eviction of the tenant.

We are members of the following: -



Please contact 01642 489393 to arrange a rental valuation. When calling, please ask for Philip or Jennifer.