



## Exchange Buildings

17-19 Cleveland Street  
Redcar. TS10 1AR

Tel: (01642) 489393

Fax: (01642) 489261

[enquiries@pgnpropertyservices.co.uk](mailto:enquiries@pgnpropertyservices.co.uk)

## Procedures for Rent Collection Only Lettings

### **ADVERTISING**

We will advertise the property on: -

- Once a week in the Evening Gazette Property Section
- On our Website: [www.redcarletting.co.uk](http://www.redcarletting.co.uk)
- 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 carrying two large rolls of carpet through a doorway. 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. We have recently extended our viewing times on a Wednesday to between 9am and 8pm which has proven to be very successful and has provided potential tenants more flexibility on the times they view.

### **FINDING THE TENANT FOR YOUR PROPERTY AND THE AGREEMENT**

- We ask tenants to be 25 and over unless otherwise instructed by you.

Find us on the Web at [www.pgnpropertyservices.co.uk](http://www.pgnpropertyservices.co.uk)

Registered in England No. 5644775





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- 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 available.
- 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 tenants 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.
- We will collect the rent every month and issue you with a monthly statement.
- We will chase any late payment of rent.

**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.

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.



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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.



We are members of the following: -



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