



# My property

— LETTINGS —

*Residential property lettings*

## My Property Lettings

*A Landlords Guide to Our Services*





Dear Landlord,

We understand that every Landlord has different needs and will require a flexible and personalised service from their letting agent. Our property experts will work with you to fully understand your requirements, putting together a truly bespoke lettings service package that suits you.

Our professional advice, guidance and support will keep you up to date with the ever-changing demands on Landlords ensuring your letting experience is a positive and successful one.

We offer either a 'Rent Collection' or 'Fully Managed' service, further details are enclosed. You will also find our Rental Agency Terms & Conditions.

We would be pleased to talk so we can advise you of the possible rental value and to discuss our services. We assure you that this puts you under no obligation and provides an ideal opportunity to answer any queries you may have about the possible letting of your property.

If you decide you would like to use the services of My Property Lettings or have any questions and wish to discuss the letting of your property in more detail, please do not hesitate to reach out and speak to a property expert today.

Yours Sincerely

A handwritten signature in black ink, appearing to be "Richard van Ommen". The signature is stylized with a large, sweeping initial "R" and "V".

Richard van Ommen CEO  
of My Property Group

At My Property Lettings our aim is to ensure your letting experience is as successful, positive and prosperous as possible. Our Residential Lettings service offers a range of packages to suit your budget and circumstances, delivered by experienced property experts who will work with you to establish the level of service you require.

## Full Management Service

Our comprehensive and thorough management service is continuously reviewed to ensure it remains up to date, fully compliant and continues to meet your needs, providing you with peace of mind and assuring you that your tenancy is in very capable hands.

If you opt for our Full Management Service we will:

- Provide you with advice in relation to your obligations as a landlord, preparing the property to let and maximising potential rental income
- Advertise your property through our marketing partners with property listings on our mobile responsive website and major property portals including rightmove.co.uk, promotion through social media platforms and local media, displays within their prominent high street branches, through our national network of the Professional Estate Agents and access to our database of potential tenants
- Accompany viewings of the property, including an optional out of hours service ensuring potential tenants have a positive, informed and attentive viewing experience
- Coordinate the completion of current legislative and compliance certification including an energy performance certificate (EPC), any gas safety certification, relevant alarms and electrical safety documentation as and where required
- Carry out comprehensive referencing including credit, affordability and 'Right to Rent' checks on prospective tenants and guarantors using a professional referencing company
- Offer a Rent Guarantee package available at special membership rates from our partners
- Draw up tenancy documents plus other associated documentation to both you and your tenant
- Complete detailed condition and inventory reports including photographs; ensuring the property condition and contents are accurately recorded to support the tenancy
- Collect and secure the tenancy deposit with the Deposit Protection Service as per legal requirements
- Regularly inspect the property during the entire course of the tenancy, providing you with regular condition reports and updates
- Monitor all aspects of the tenancy, promptly informing you of any concerns, tenancy breaches or other matters arising as appropriate
- Organise and coordinate property repairs and maintenance using our trusted contractors, negotiating prices and settling invoices on your behalf
- Manage any tenancy renewals at no additional cost to you or your tenant
- service throughout the tenancy, which will include keeping you up to date with legislative changes and your responsibilities as a landlord
- Provide you with regular and comprehensive statements of account
- Advise on when possession notices may be required and issue on your behalf
- Fully manage the end of tenancy process producing final inspection reports, managing deposit deductions or repayments,
- coordinating any works required and preparing the property for re-marketing
- Provide you with access to our professional landlord advice

## Rent Collection Service

Our Rent Collection Service includes:

- Advise in relation to your obligations as a landlord
- Preparing a property to let and maximising your potential rental income
- Produce promotional materials and property particulars coordinate the completion of compliance certification
- Accompany viewings of the property
- Manage the transfer of responsibility for basic utilities and council tax to and from tenants as appropriate
- Coordinate and manage the collection of rent payments, transferring to your designated bank account
- Monitor incoming rent, ensuring your tenants are complying with the terms of their agreement, alerting you to any discrepancies and managing arrears on your behalf
- Carry out comprehensive referencing checks
- Collect and secure the tenancy deposit
- Prepare tenancy documentation
- Manage the collection of the initial rent
- Complete handover of the tenancy management
- Coordinate and manage the collection of rent payments in accordance with the terms of the tenancy agreement
- Monitor incoming rent, alerting you to any matters arising
- Manage any tenancy renewals
- Manage the deposit repayment and any associated deductions

# Quick Reference Guide

	Rent Collection	Full Management
Tenant finding through property portals*	✓	✓
Coordination of legislative documents	✓	✓
Thorough and comprehensive tenant referencing	✓	✓
Bespoke tenancy agreement	✓	✓
Inventory*	✓	✓
Securing the tenancy deposit	✓	✓
Direct payments to landlord's designated bank account	✓	✓
Coordination of rent collection	✓	✓
Management of rent related matters	✓	✓
Regular statements of account	✓	✓
End of tenancy deposit management	✓	✓
Management of property repairs and maintenance	✓	✓
Free tenancy renewals	✓	✓
Management of legal possession notices*	✓	✓
Transfer of basic utilities and council tax	✓	✓
Regular inspections and condition reports*	✓	✓
End of tenancy condition report and management*	✓	✓
Company bookkeeping		✓
Company returns and tax returns		✓
Turnkey maintenance and management		✓

Where items are marked with an \* then additional fees may apply.

Our lettings packages are designed to meet the needs of the majority of our clients, however if you require something more tailor made, please speak to a member of our team.

# Landlords Price Guide

	Rent Collection	Full Management
Tenant finding (prices may vary by area)	1 months rent	1 months rent
Property management (less for larger portfolios)	10%	15%
Electrical safety certificate	£125	£125
Gas safety check and certificate	£100	£100
Energy performance certificate	£95	£95
Carbon Monoxide Alarm (each)	£30	£30
Tenancy renewal	Inc.	Inc.
Inventory	£100	£100
Bookkeeping	£20 p/h	Inc.
Accounting	£400 p/a	Inc.
Company filing	£100 p/a	Inc.
Tax filing	£100 p/a	Inc.
Withdrawing property	2 months of fees	2 months of fees

**All fees are inclusive of VAT**

Full management is subject to a minimum number of properties.