



Lettings & Management

We offer a swift and efficient service tailored to each client's individual needs ranging from introduction of a fully referenced tenant through to rent collection and ultimately, our full management service. Whichever service you require, be assured that Allen Heritage provides sound advice, a conscientious approach and, most importantly, a tenant as quickly as possible!



‘Being members of ARLA and The Property Ombudsman you can rest assured that you are in safe hands!’

1. Find Only

If we are instructed to find a suitable tenant for your property our standard letting service will include:-

- Arranging a convenient time to meet at the property and advice on the likely rental income achievable.
- Offering advice on how to maximize your rental income and, if appropriate, guidance on improvements to increase the property's appeal.
- Advice on compliance with the current statutory safety obligations:
- Advice on specialist Landlords insurance including:
 - *Rent guarantee & Legal Cover*
 - *Building insurance*
 - *Limited contents insurance*
- Our comprehensive marketing plan that includes:-
 - *Immediate telephone contact with suitable tenants*
 - *Preparing property particulars and circulating them to our waiting tenants'*
 - *A prominent 'To Let' board*
 - *Details of your property on several leading web sites*
 - *Arranging accompanied viewing where appropriate*
 - *Interviewing potential tenants to confirm their suitability*
 - *Completing our stringent referencing procedure to confirm the tenants' financial viability*
 - *Arranging standing order payments directly to your account*
 - *Advising the local authority and utility companies of a change in occupancy.*
 - *Arranging relevant safety checks on your behalf*
 - *Collecting the first month's rent and deposit monies before commencement*

'Expert advice on everything you need to maximise your rental income and comply with legislation'



2. Rent Collection Service

We can also provide a rent collection service that in addition to the letting service provides the following:

- *Collection of the monthly rent without delay*
- *Pursuing late payments avidly*
- *Reporting any arrears to the Landlord*
- *If necessary, negotiating arrears payments*
- *Promptly supplying easy to read monthly statements by post or email*
- *Swift transfer of funds directly to your nominated account*

*'Rent paid swiftly
to your account
and a statement by
post or email'*



3. Management Service

For our clients who want more comprehensive assistance we can provide a full management service that, in addition to the letting and rent collection service, includes the following:-

- *Arranging emergency repairs up to a pre-set limit*
- *A minimum twice yearly visit to the property with a report of the visual condition and supporting photographic evidence where required*
- *Arranging estimates for any property maintenance issues*
- *Liaising and instructing contractors to carry out property maintenance*
- *Dealing with all the day to day queries from the tenant*
- *Clear accounting of Rental income and expenditure.*

4. Additional Service

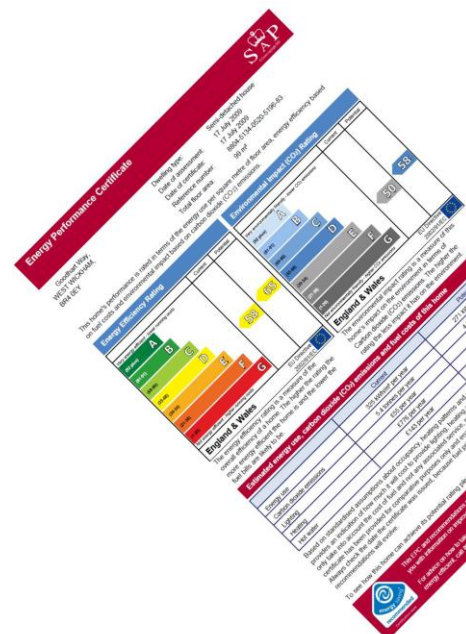
- Professionally prepared inventory report, available on-line with supporting photographic evidence
- Full range of legal notices and agreements.
- A tenants' check-in procedure to ensure agreement with inventory and a run through of appliances, location of stopcock etc.
- Payment of additional bills from the rental income
- Energy Performance Certificates by our own Domestic Energy Assessors

5. Our Fees

- Find Only 8% plus VAT
- Letting and Rent Collection 10% plus VAT
- Full Management Service 15% plus VAT
- Drafting of Tenancy Agreements £75.00 plus VAT
- Check-in Fee £75.00 plus VAT
- Energy Performance Certificate £75.00 plus VAT
- Preparation of Inventory and Schedule of Condition (all prices plus VAT):

	<u>Unfurnished</u>	<u>Furnished *</u>
• 1 Bedroom Property	£99.00	£120.00*
• 2 Bedroom Property	£119.00	£149.00*
• 3 Bedroom Property	£129.00	£169.00*
• 4 Bedroom Property	£139.00	£199.00*
• 5 Bedroom Property	£159.00	£225.00*

*'EPC's, Inventories,
Gas Safety Certificates
& more all available
under one roof!'*



** Extra time required to complete Inventories on furnished properties containing more than the bare essentials required for a tenant will be charged at an hourly rate of £25.00.*

6. Contact Us

We have three local branches covering the Bromley & Croydon Boroughs, waiting to help you with your enquiry.

Tel: 020 8663 4600

- **Beckenham**
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- **West Wickham**
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- **Shirley**
'Thatch Cottage',
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'We hope to hear from you soon!'