

## Rental Management Service

Thank you for enquiring about our Rental Property Management Service.

We are one of Wakefield's leading Management Agents, and have been for a considerable number of years, achieving a sound and professional reputation, handling up to 500 managed and unmanaged properties.

Please find listed a brief resume of the service we offer.

- ✓ Carry out a free rental valuation and advise as to the best rental figure which you may expect to achieve in a reasonable amount of time.
- ✓ Your property will be placed on our "rented list" which is displayed internally and externally in our City Centre office together with the leading internet portals **Rightmove** and **On The Market** plus our own bespoke website. Social media coverage is also included.
- ✓ We interview prospective tenants and ask any interested parties to fill out our homemade application form to make sure us/you are happy for them to apply, before accruing any undue referencing costs. Once all parties are happy, we will then obtain the necessary credit checks and references via our carefully selected referencing companies which is now payable by you, the Landlord.
- ✓ We will collect a Deposit which will be protected by The Deposit Protection Service (The DPS) in accordance with the Terms and Conditions of The DPS. The Terms and Conditions and ADR Rules governing the protection of the deposit, including the repayment process, can be found at [www.depositprotection.com](http://www.depositprotection.com) and the contact details for The DPS are The Pavilions, Bridgwater Road, Bristol, BS99 6AA, telephone 0844 4727000
- ✓ We make a detailed Inventory and Schedule of Condition (ICS) for the property with regards to the Deposit which will be checked at the beginning and end of a Tenancy in accordance with the rules of The DPS.
- ✓ We issue an Assured Shorthold Tenancy Agreement. The rental term is usually for a period of six months, although an agreement can be issued for shorter or longer periods of time.
- ✓ Write to all services informing them of the tenancy via a partner company called Tenant Shop ([www.tenantshop.co.uk](http://www.tenantshop.co.uk))
- ✓ We will carry out internal inspections at periodic intervals subject to the Landlord's requirements but always start with a 3 month inspection as standard.
- ✓ Every effort is made to minimise rent arrears, as we request that payments are made by standing order. We account to clients on a monthly basis and have the facility to pay the rent direct into clients' bank accounts by BACS (Bank Automated Clearing System) or cheque if required.

For a full management service, we charge 12% inclusive of VAT (10% plus VAT), of the gross rental income received. Please enquire further if you have more than one property that requires a management service.

**The Landlord's obligations are as follows:**

- ✓ Bank or Building Society permission must be obtained if the property is mortgaged.
- ✓ The Building and contents are adequately insured. It is essential that your present policy is verified with the insurance company in order that it has full cover when the property is leased.
- ✓ Cooper and Cutt will be pleased to forward your details for any necessary insurance if required.
- ✓ The Tax Inspector has been informed of the letting, if applicable.
- ✓ The property has been left with only basic contents, and that all items of upholstered/soft furnishings (i.e. settees, beds, cushions, pillows etc) are fire resistant.
- ✓ All gas appliances have been checked and passed by a qualified Gas Safe registered contractor, and a Certificate issued, which will be forwarded to Cooper & Cutt, and that they will be serviced on an annual basis. If this has not been carried out, Cooper & Cutt can make the necessary arrangements. The Certificate is required annually, or after a Tenancy has ended, whichever comes first.
- ✓ Any portable electrical appliances will require to be checked and passed by a qualified engineer. If this has not been carried out, Cooper & Cutt can make the necessary arrangements. We would also recommend that a full electrical check is carried out on the property subject to the age of the building.
- ✓ Provide an Energy Performance Certificate if required and this is now attended to in house and is not subcontracted out.

We can also offer an **"Introduction Only"** service, whereby your property will be advertised, as above, and we will:

1. We interview prospective tenants and obtain the necessary credit checks and references via our carefully selected referencing companies.
2. Write to all services informing them of the tenancy via a partner company called Tenant Shop ([www.tenantshop.co.uk](http://www.tenantshop.co.uk))
3. Draw up the Assured Shorthold Tenancy Agreement on your behalf under the 1988 Housing Act.
4. Collect the first months rent and deposit. The Deposit will then be protected via The DPS.

Our fee for this will be 60% of the first months rent, inclusive of VAT, subject to a minimum of £354.00 inclusive of VAT (£295.00 plus VAT). This fee will be deducted from the monies received and the remainder forwarded to you.

Which ever service you choose, one of the following upfront setup fees apply:

1. £50.00 plus VAT = Initial advertising & to let board only
2. £100.00 plus VAT = Initial advertising, to let board and EPC

We also offer a rental guarantee insurance which is charged at £17.00 per month plus VAT (see leaflets attached)