



LANGHAMS
ESTATE AGENTS

LANGHAMS

GUIDE TO SERVICES



THE LANGHAMS DIFFERENCE

At Langhams we understand that letting a property is a major commitment. One where it is vital to maximise the return on your investment and to do so quickly and without undue complications. Our service never loses sight of this and is designed to make letting as smooth and straightforward as possible.

Langhams enjoy an enviable reputation for quality service and have worked hard to establish excellent relationships with major national and international relocation companies, schools and blue chip organisations as well as individual tenants.

We take a modern and innovative approach to marketing, yet combine the latest technology with a traditional and personal approach to customer care, being “hands on” six days a week.

We have invested significantly in systems and training and we contact all of our potential tenants immediately when a property comes to the market. We pride ourselves on providing prompt feedback to landlords and discussing all comments, whether positive or negative in order that, where necessary, we can agree and adjust your specific marketing plan quickly and efficiently in order to maximise the potential of your property.

Our marketing coverage is huge and properties listed with us for rent are reaching many thousands of potential tenants, who visit our carefully selected choice of property websites and portals every day.

In addition, we also advertise through local channels and combining this with our experienced personnel, our large constantly updated database and our distinctive To Let boards, ensures that we explore every opportunity to achieve a letting at the best possible rent and within the timescale that suits you.



OUR SERVICE AT A GLANCE

- We are your local agent.
- We offer a professional, educated and friendly service.
- We not only value your property, we value your custom.
- Our valuation will reflect the property and current market conditions.
- Advice on maximising the rental yield on your investments
- Competitive fees tailored to the service you require.
- Our offices are open long hours, six days a week.
- All viewings are accompanied by our trained staff.
- All tenants will be credit checked and referenced.
- We process rent payments directly into your bank account.
- Innovative and distinctive local advertising.
- Prime High Street office location with eye-catching window display.
- Huge internet coverage on the major property websites.
- Guaranteed Rent scheme for landlords.
- Range of peace of mind insurance products for landlords including, rent protection policies
- Out of hours service – we are available when you need us
- Members of the Property Redress Scheme

We offer four levels of lettings and management service and are able to tailor these to provide a bespoke service offering for every landlord.



INTRODUCTION SERVICE

- Provide a rental valuation of the property and give general advice as required.
- Provide legal, health and safety information with regard to letting your property, in accordance with current legislation.
- Advertise the property as necessary, interviewing and selecting tenants, arranging and carrying out viewings.
- Ensure tenant(s) have the right to rent.
- Obtain references and carry out credit checks as appropriate.
- Draw up a standard Assured Shorthold Tenancy Agreement and arrange for the tenants to sign.
- Provide the How to Rent guide and other legal documentation to the tenant(s) in accordance with current legislation
- Collect the security deposit and register with/transfer to an appropriate government authorised scheme in accordance with current legislation.
- Collect the first payment of rent.
- Arrange for the drawing up of an Independent Inventory and provide copies to the tenant and landlord.
- Move in the tenant(s) into the property at the start of the tenancy, taking all meter readings and assisting with any move in issues.
- Transfer all utility bills including council tax liability into your tenant's name from the start of the tenancy.

Please Note: Thereafter the landlord will be responsible collecting the rent, managing any tenant issues and maintaining the property. If you require our services beyond this point, please enquire and read below about our Full Management Services.

RENT COLLECTION SERVICE

Includes all of the features of our introduction service plus:

- Collect the rent each month and forward to the landlord via BAC's transfer with our management fee deducted and send monthly statement/invoice by email.
- Any rental non-payments will be chased by letters, phone calls and personal visits (*if necessary*).

Please Note: Thereafter the landlord will be responsible for managing any tenant issues and maintaining the property other than collecting the rent. If you require our services beyond this point, please enquire and read below about our Full Management Services.

FULL MANAGEMENT SERVICE

Includes all of the features of our introduction and rent collection services plus:

- ☑ Deal with all day-to-day management tasks.
- ☑ Inspect the property on a quarterly basis during the period of the tenancy.
- ☑ If the property requires any maintenance or repair work to be carried out, we will at all times contact the landlord before authorising such works and obtain the landlords consent. We do however; reserve the right to instruct a contractor to carry out any emergency repairs if required.
- ☑ If instructed pay bills on behalf landlord in relation to the property.
- ☑ Oversee and account for any necessary maintenance.
- ☑ In the event of any legal proceedings, we will issue all legal notices Section 21 etc. Submit all relevant documentation to the solicitors and **attend** Court as may be required, without any additional costs.

Please Note:

The above service does not include Rent Protection Policy; this can be provided at an additional cost, details of which can be found on our Guide to Fees. The Rent Protection Policy covers loss of rent in the event that the tenant fails to pay for two consecutive months, this is a no excess policy. This Policy also covers all legal costs associated with evicting a tenant.

Any legal costs incurred during or after the tenancy will be the landlord's responsibility. This is unless the Rent Protection Policy is in place, which will cover these costs.

We must be provided with 3 sets of keys for all external doors, together with window keys and any external gates. A set will be handed to the tenant on occupation and the other set will be kept at our offices. If required, we can arrange for any sets of keys to be made.

GUARANTEED RENT SCHEME

- Provide a Guaranteed Rental Valuation of the property. Subject to the property being up to the standards required, further details will be provided during the valuation.
- Provide legal, health and safety information with regard to letting your property, in accordance with current legislation.
- Forward to the landlord on an agreed date the monthly Guaranteed Rent by bank transfer. This will be paid to the landlord regardless of whether we receive the rent from our sub-tenant. Langhams effectively become the tenant of your property.
- We will pay rent for all void periods during the agreed term
- Advertise the property as necessary, interviewing and selecting tenants, arranging and carrying out viewings.
- Contribute £100 yearly towards the cost of any maintenance.

We will still...

- Where necessary, obtain references and carry out credit checks as appropriate on any sub-tenants.
- Draw up a standard Assured Shorthold Tenancy Agreement and arrange for the tenants to sign.
- Where necessary, collect the security deposit and register with/transfer to an appropriate government authorised scheme in accordance with current legislation.
- Arrange for the drawing up of an Independent Inventory.
- Move in the tenant(s) into the property at the start of the tenancy, taking all meter readings and assisting with any move in issues.
- Transfer all utility bills including council tax liability into sub-tenant(s) name from the start of the tenancy.
- Deal with all day-to-day management tasks.
- Inspect the property on a quarterly basis during the period of the tenancy.

Maintenance

- If the property requires any maintenance or repair work to be carried out, for any task we will at all times contact the landlord before authorising such works and obtain the landlords consent. We do however; reserve the right to instruct a contractor to carry out any emergency repairs if required.

Fees

- a) There are no fees taken off your Guaranteed Rental figure.

Please Note: There is a minimum term of 1 year for the Guaranteed Rent Scheme, this can be renewed annually or set for a longer term initially.



LANGHAMS

ESTATE AGENTS

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e: info@langhamsproperty.com

All negotiations for this purchase must be made through Langhams Estate Agents.

MONEY LAUNDERING REGULATIONS 2003 intending purchasers will be asked to produce identification and proof of financial status when an offer is received. We would ask for your co-operation in order that there will be no delay in agreeing the sale. The particulars in this brochure and any photos of GCI images are for use as illustration only. Consequently these particulars should be treated as general guidance only and do not constitute a contract, part of a contract or a warranty.

THE PROPERTY MISDESCRIPTIONS ACT 1991 References to the Tenure of a Property are based on information supplied by the Seller. Langhams Estate Agents has not had sight of the title documents. A Buyer is advised to obtain verification from their Solicitor. You are advised to check the availability of this property before travelling any distance to view. We have taken every precaution to ensure that these details are accurate and not misleading. If there is any point which is of particular importance to you, please contact us and we will provide any information you require. This is advisable, particularly if you intend to travel some distance to view the property. These particulars are in draft form awaiting Vendors confirmation of their accuracy. These details must therefore be taken as a guide only and do not constitute part or all of an offer or contract. Any measurements and figures indicated are supplied for guidance only and as such must be considered incorrect. No employee or partner of Langhams Estate Agents has authority to make or give any representation or warranty in relation to any the property