

The 'Tenant Find only' Service

For Landlords wishing to use this service we will:

- *Visit the property and give you advice on any action you need to take. This includes any repairs and refurbishment work needed to put the property in a fit state for letting.*
 - *Provide advice on the level of rent you can expect.*
- *Explain your rights and responsibilities as Landlord and those of your Tenants.*
 - *Provide advice on what action to take if the property is mortgaged.*
- *Provide advice on insuring the building and contents and other insurance schemes which may be available to protect your interests.*
 - *Arrange for safety checks on gas and electrical services to be carried out.*
 - *Produce detailed property particulars, with digital photography.*
- *Advertise the property in local newspapers, several websites including our own (www.plandj.co.uk) and our prominent window display.*
 - *Accompany prospective Tenants to view the property.*
- *Choose a suitable Tenant and take up references, including a credit check, employer reference and Landlord referencing.*
- *Draw up and provide an Assured Shorthold Tenancy (AST) agreement and provide tenants with Tenancy Deposit Scheme prescribed information.*
 - *Set up a monthly standing order for the rental payments.*
- *Collect the first month's rent and deposit, which will be forwarded on to you minus our fees.*
- *We can register the tenancy deposit with The Dispute Service in line with the Tenancy Deposit Scheme, providing an up-to-date inventory and schedule of condition has been prepared.*

Costs of this service: **78% including VAT of the first month's rent**

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The Fully Managed Service

This service is recommended for Landlords who live away from the area so cannot be easily available to their Tenants or for Landlords who do not wish to have to worry about the constantly changing legislation involved in letting a property and would rather safely leave it to the professionals.

This service includes everything listed under 'Let Only' plus we:

- Register the deposit with *The Dispute Service* (www.thedisputeservice.co.uk) in line with the new Tenancy Deposit Schemes introduced on the 6th April 2007.
 - Collect the rent and pass it on to you every month or as otherwise agreed.
- Visit the property at regular intervals to ensure it is being properly looked after and to keep an eye out for any maintenance issues you may need to be aware of.
- Arrange contractors to quote for and carry out any works necessary to the property. We then take payment for any works done out of the monthly rent and forward the balance to you.
- Supply you with a statement advising of rent payments coming in and any money that has been spent on the property.
 - Take responsibility for annual Gas Safety inspections.
 - Respond to Tenants enquiries promptly.
- Ensure the rent is paid regularly and take reasonable steps to prompt any overdue payments.
 - Handle tenancy renewals when needed - Give advice on possible options at the end of a tenancy term and rent increase if applicable.
 - Serve all legal documents when possession is required.
 - Perform a final inspection at the end of a tenancy and discuss any repairs needed before returning the deposit

Cost of this Service: 60% of the first month's rent and a continuing 12% of the monthly rent thereafter

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