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PROPERTY LEASING SERVICES

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TENANCY AGREEMENT ONLY

As of 1st December 2017, most residential tenancy agreements will become Private Residential Tenancies.

The Private Residential Tenancy is open-ended and lasts until either the tenant wishes to leave the property or until the Landlord uses one (or more) of the 18 grounds for eviction.

In addition to preparing the tenancy agreement, we will ensure that you have the relevant guidance notes required by law to issue to all tenants. We are available to answer any questions regarding the tenancy so that you know all the responsibilities and requirements of being a Landlord.

£225 + VAT (PER TENANCY AGREEMENT)

TENANT FINDING SERVICE

If you wish to manage the property yourself, but require help preparing the property and finding tenants, then take advantage of our tenant finding service, which provides:

- An initial inspection of the property to discuss the lettings process and rental valuation.
- Advice on compliance requirements to let out the property. It is your responsibility as the Landlord to arrange the necessary work. We cannot act on behalf of any Landlord who fails to meet the required standards.
- Preparation of marketing materials, including photographs and floor plans.
- Advertisement of the property on our website, through our Facebook page, and the arrangement of a "To Let" board. If required, additional marketing is available for an additional cost.
- Arrangement of viewings – either directly with you or accompanied viewings through d and h.
- Comprehensive 3rd party tenant referencing. Up to 2 reference checks are included, with additional reference checks available for an additional cost.
- Preparation of the tenancy agreement and required guidance notes to issue to tenants.

£500 + VAT (PER TENANCY)



Please note that if only using the Tenant Finding Service, it will be your responsibility to arrange the tenant check-in/out, rent collection, deposit collection, and lodgement with one of the approved Government deposit schemes. You will be responsible for all matters concerning the tenancy starting on the commencement date, including arranging property repairs, ensuring ongoing compliance with legislation, and terminating the tenancy. We will not market the property until it fully complies with all legal requirements.

MARKETING & MANAGEMENT SERVICE

If you want to sit back and let d and h remove the hassle of managing your rental property on a day-to-day basis, then our Marketing & Management Service could be right for you. This service includes everything listed in our Tenant Finding Service, plus:



01

Assistance ensuring that the property is fully compliant with all legal requirements, including the property condition & safety certification.

02

Arrangement of a check-in meeting with the new tenant(s) and provision of a comprehensive property information pack. A check-in inventory is also available for an additional cost.

03

Collection of initial rent and deposit.

04

Registration of the deposit with SafeDeposits Scotland and provision of the required "Prescribed Information" to the tenant.

05

Collection of monthly rent and creation of account reports.

06

Arrangement of periodic inspections (intervals to be agreed upon) of the property to ensure that it is being looked after and findings are reported to the Landlord.

07

Organisation of ongoing repairs, maintenance, and safety certification, as needed and when required. All contractual work will be discussed with you before arrangement, with exceptions in the event of an emergency.

08

Provisions for emergency services during off-hours through our recommended contractor network, including electrical, plumbing, heating, gas safety, and locksmith emergency services. Our contractors will attend on your behalf and undertake all the necessary services required to make the property safe again.

09

Review of the rent on an annual basis.

10

Service of the required notice to terminate the tenancy and to deal with all notices in connection with the property. Additional fees may apply depending on the circumstances.

11

Arrangement of a check out meeting with the tenant(s). A check-out inventory will be prepared for you at no additional cost if d and h prepared the check-in inventory.

12

Arrangement of the return of the deposit to the tenant(s) at the end of the tenancy and advisement on any claims that should be made against the deposit.

£500 + VAT (PER TENANCY), PLUS A MONTHLY MANAGEMENT FEE OF 15% OF THE RENT





VACANT PROPERTY MANAGEMENT

If you are a Marketing & Management Service client, we can continue to manage the property for you during any void periods. This includes a weekly property inspection to ensure there are no issues with the property, providing you with peace of mind. Further information available on request.

FROM £50 + VAT PER WEEK

INVENTORY – FROM £150 + VAT

It is highly recommended that a thorough property inventory be prepared prior to the start of the tenancy and again at the end of the tenancy. Having a detailed inventory will prove invaluable in the unlikely event of a future deposit dispute since it is the responsibility of the Landlord to provide evidence of their claim. If you wish for d and h to prepare an inventory, then the fees start from:

Unfurnished Property – £150 + VAT

Partially Furnished Property – £175 + VAT

Fully Furnished Property – £200 + VAT

These fees are applicable for one check-in report and one check-out report of the same tenancy agreement.





ENERGY PERFORMANCE CERTIFICATE

Our Leasing Manager, Chris Park, is a qualified domestic energy assessor and can answer any queries you have concerning EPC's. If you do not have a valid Energy Performance Certificate, then we can arrange to ensure that your property meets the minimum energy efficiency standards.

FROM £150 + VAT

ADDITIONAL PROFESSIONAL SERVICES – FEE ESTIMATE BY REQUEST

If unexpected issues arise during the tenancy that do not fall within the scope of our standard services of work, then we will assist with all relevant matters leveraging our team of qualified property professionals and solicitors. Fee estimates

will be provided for specific additional professional services on request, covering areas such as deposit disputes, legal actions against the tenant(s) to pursue rent arrears, or application to the First-Tier Tribunal for an eviction order.






OFFICE LOCATIONS:

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Photographs

by Kendra Towns – CGA Photography.
(excluding the front page image)

Out of Hours Service

Out of hours period is from
5.30pm to 9am on weekdays
and all day at weekends and
on bank holidays.

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