



Managed Service

With over 21 years experience specialising in letting and managing property owner's homes, and investors properties, we recognise that landlords have different requirements and concerns. The essential elements of the managed service reflect these differences.

Key Features

A comprehensive property meeting with you to:-

- Discuss your requirements
- Advise you about the current rental market
- Appraise your property's presentation
- Agree with you any improvement work
- Advise you on compliance with the various safety regulations and legal requirements
- Decide upon a marketing strategy

The process continues with marketing and property preparation

- The appointment of a dedicated Property Manager to ensure continuity
- Immediate listing on our website with photographs, floor plans and description
- Uploading to all the major property portals such as Rightmove, PropertyFinder, PrimeLocation etc.
- Circulating details to all companies and organisations on our extensive database
- Local Advertising as appropriate
- Ongoing organisation and supervision of property preparation work; e.g. PAT test, Energy Performance Certificates etc.

And then the setting up of the tenancy

- Identification and interviewing of prospective tenants
- Viewing always accompanied by our staff
- Negotiation of all tenancy details on your behalf
- Obtaining references, including credit checks using a qualified reference service
- Preparation and updating of comprehensive Inventory
- Handing over keys and instructions to tenants
- Assisting with arrangements for annual gas safety check and ensuring that a current Gas safety Certificate is left in the property
- Finalising your account at month end
- Priority relisting of your property if the tenant does not extend the tenancy

Post Tenancy Service

- Automatic acceptance guaranteed onto the In House (Swindon) Ltd Block insurance policy if required.
- Transfer of utility accounts (gas, electricity, water, council tax) into the tenants name and settlement of your closing accounts (please note that you must notify your telecoms provider that you are vacating)
- Arranging any cleaning, or other maintenance essential for each letting; liaison with our Letting team about final preparation
- Checking in tenant by our staff (familiarisation with your property, its furniture, appliances and equipment)
- Payment from your rental account during the tenancy of regular outgoings which remain the landlord's responsibility (e.g. ground rent, service charges, maintenance contracts etc, as detailed by you in our Property Management Information Form)
- A 24 hour emergency response service by In House staff
- Thorough inspections focusing on your specific concerns, three times a year more often if necessary followed up by individual written reports or email
- Organisation and supervision of running repairs, subject to a previously agreed expenditure limit
- Monthly account statement via email wherever possible, and remittance of rent, net of our fees and of any maintenance costs and other outgoings
- Instruction as necessary and liaison with your professional advisors; e.g accountants, solicitors, tax advisors
- Instigation and administration of buildings and contents insurance claims where the In House (Swindon) Ltd Block Policy is in force
- Vacant property management between lets through regular inspections
- Final inventory check, supervision of cleaning and repairs and refund of the tenants deposit after administering and overseeing cleaning, gardening, repairs and deductions for dilapidation etc.

Fees

- 12% of the rent collected plus VAT
- New tenancy setup costs (to include tenancy agreements & inventory preparation / update) - £175 +vat
- Tenancy Extensions/Renewals £75.00 All fees are subject to VAT at the prevailing rate

Introduction Service

For the experienced Landlord who needs a specialist letting agents advice on the constantly changing market

Key Features

- This service incorporates all aspects of the Managed Service listed above, up to and NOT including the Post Tenancy Service section
- From this point on the rent collection, maintenance, inspections and other essential items listed under this service become the responsibility of the Landlord.

Fees

- 1 months rent is payable (this includes the Tenancy Agreement and Inventory preparation)
- Tenancy Extensions £75.00 All fees are subject to VAT at the prevailing rate

Please note that we will not permit a tenancy to commence until we have received a copy of a current Gas Safety Certificate (where applicable) and your mortgages consent to let (where applicable)

For further information please contact us on **01793 501641**
or email post@inhouseproperty.co.uk