# **LANDLORDS**

We know property is one of the most important assets of a person and allowing someone to manage your assets is a risk-taking experience especially when its for the first time.

Our first and foremost goal is providing the Landlord with the best service in town and the right occupant for the property. We guarantee you that by choosing Property Source London as your Management Agent your property will be in safer hands.

Carefully Chosen Tenant

There is a long process from registration to verification about the credibility of the Renter. At times we even ask for a guarantor to assure the authenticity of the Tenant.

#### A Personal Assistance

We prefer to provide our customer with every possible service needed including personal services. Besides this we aim at assuring a good standard of competence.

#### Competitive Rates

We charge reasonable and market competitive charges for our service. We are initially focused to large investing Landlords but people are encouraged to make savings from small projects too.

## **Services offered**

**Full Management:**

Starting from the marketing and leading to vetting of the concerned tenant all is part of our company’s service. Once the Landlord and the dweller are satisfied, we move towards ensuring the credibility of the tenant. We then move ahead to prepare the tenancy agreement.

During the rent period we carry out periodic inspection visits to cater maintenances and if any repairs needed, we will handle that is our Management Agreement as well. Collecting rental payments and crediting the balance to Landlord’s account everything is inclusive of our Full Management service.

Before leaving the Renter has to renew the tenancy agreement, or arrange to check them out and re-advertising the property to rent.

Landlords that are not living in the town can take advantage of this service as they will not have to take the headache of renting out the property and manage the repairs and other things after one renter leaves and the next has to be searched for. All this will be handled by our Agent.

**Letting Only:**

Our Letting Only Services includes the marketing and leading to vetting of the concerned tenant. Once the Landlord and the dweller are satisfied, we move towards ensuring the credibility of the tenant. We then move ahead to prepare the tenancy agreement.

Once the agreement is finalized, the first month’s rent is collected and after deducting our fees the rest is added to Landlord’s bank account. Here we handover the further responsibilities of rent collection and other to the Landlord and the company’s work ends at the Landlord’s end.

## **Our Fees**

We charge reasonable and market competitive charges for our service and can offer reductions based on the service provided.

Our standard charges are 6-15% of rent collected (can be negotiated) as Management Commission, equivalent of one month's rent for Letting and inventory making starts from £138 inc vat.

## **Insurance**

We are coordinating with several insurance companies and can offer a range of insurance policies for landlords, including legal expenses, rent guarantee, contents assurance, land insurance, home insurance, building insurance and many more.

Please ask for further details If needed.

## **Direction for Landlords**

There are several legal matters to comply with before renting a property. It is compulsory to ensure a smooth rent out. A brief information is given below. For any further details, kindly contact us:

### **Preparing the Property**

Tenants prefer a property that is well presented and maintained properly. A good decoration gives a plus point. They like such a place as their temporary home and are willing to pay higher rental figure. Moreover, such places are taken care of by the renter. Our company has found out that a healthy relation with renter helps facilitate the tenancy period. As the managers of Landlords’ property, it is our job, to make tenants feel easy and at home in their temporary homes and ensure them that they are receiving the right reward for their money. This encourages them to take care of the place and hence lead to lower maintenance charges and repairs. The things that add to well presenting of the property include general conditions, Gardens, Cleanliness, furnishings etc. Moreover, the number of keys and a well conveyed information about the rent are also appreciated as it avoids confusions.

**Other Considerations**

Other considerations are although are of secondary importance but some tenants are quite concerned about these too. Examples of other considerations could be mortgage, leaseholds, insurance, bills, council tax and utility accounts, income tax, inventory etc. Some renters are also keen to know about an assured short hold tenancy.

### **Health and Safety, and other Legal Requirements**

Gas, electricity, fire, smoke alarms and carbon monoxide alarms, [the Housing Health and Safety Rating System (HHSRS)](http://www.propertypointuk.com/landlords.htm#collapseHs6) are health and safety requirements. Legal requirements include [Tenancy Deposit Protection](http://www.propertypointuk.com/landlords.htm#collapseHs7), Is your property a House in Multiple Occupation (HMO), [Disability Discrimination](http://www.propertypointuk.com/landlords.htm#collapseHs8). All mentioned above are considered to be the responsibility of the Landlord but as Property Source London is managing, these are now our responsibilities. We will ensure compliance, any costs of which will be the responsibility of the landlord.

*The above is mentioned a brief of the responsibilities and of the property owner and the legal requirements by law. If anything is not clear or ambiguous feel free to ask. We would like to assist you in managing your property and be of help to you.*

# **TENANTS**

We aim to provide you with the best home that provides you your comfort zone with minimum struggle.

#### Finding a property

#### In the initial stages of our process, we will need a brief detail about our customer and their preferences and requirements. This will help us in searching for the best-suited property for our customers. If people are not in a hurry it is preferred to start hunting for the property at least a month before moving because the good ones are rented or reserved quickly. We grant our properties to our tenants for at least 6 months which can later be increased if both parties agree.

#### If you are interested in having a look at our properties kindly let us know using the Property search box. In case, you want to register your requirements and preferences go click the Register tab above.

#### You don’t need to worry about your safety because all our shown properties ensure electrical safety. They are gas safe certified and furniture is fire-proof too. All Tenancy Deposits are in accordance with the Deposit Protection Regulations.

#### Property Visits

#### Property visits will be arranged when you are easy, even if they are evenings or weekends. One of our staff members will accompany you who can advise you and answer your queries if any.

#### Charges to tenants

#### When you like a property and would want to proceed with your renting process, you will be asked for a reservation deposit. The process takes almost a week of rent depending if the tenancy proceeds, this will be deducted from the first month's rent which is due before the tenant moves in. In case the landlord declines to give the property on rent, your fees will be refunded to you completely, However, the reservation deposit will be partially refundable if you back out from the agreement or if you fail to provide complete, authentic, and accurate information for the application.

#### References

#### We require authentic reference to present to the landlord. The reference could be a credit reference report or maybe a previous employer or landlord. We may also need a guarantor or personal reference. We may use a third party to evaluate these references provided.

#### Rents

#### Rents are paid monthly and are payable in advance. The person living is responsible for Telephone costs, TV license, Water Rates, Gas bills, Electricity bills, Council Tax, etc. All rents must be paid by bank standing order to our bank account or the concerned landlord’s account.

#### Deposit

One month’s rent is required as a security deposit. This money will be used according to Tenancy Deposit Protection regulations and the renter will be provided with all the details about the scheme being used. This security deposit is used to cover the damages and loss caused by the tenant in the period they were having the property. Kindly, know that this security will not be used to cover any rent.