

Landlord Information

Why choose Westwoods to let your property?

- Very competitive admin fees
- Individual friendly tailored service to suit personal requirements
- Referencing and credit checks by specialised company
- Inventories
- No 'Roll Over' fees (Unless new 'fixed term Agreement required)
- Prompt payments on managed properties & Statements provided
- Regular checks on managed properties
- Will arrange Gas Certificates, Electrical inspections, EPC's & Landlords Insurance if required
- Properties advertised on www.rightmove.co.uk + this website + local newspapers

Full Management

This service is most suitable for Landlords who do not reside locally or would rather not deal with Tenants directly, preferring all aspects to be handled by the agent:

- The marketing of the property and carrying out all viewings until a suitable tenant has been found.
- Obtaining references and doing Credit Checks on any prospective tenant. Arranging landlords Insurance if required.
- Preparing Assured Shorthold Tenancy Agreement
- Taking required deposits/advance rentals & lodging Deposit with DPS
- Preparing an Inventory (compulsory on Managed properties)
- Checking tenant into property against Inventory & advising Council/Service providers
- Carrying out periodic inspection visits.
- Dealing with maintenance issues (within the confines of the Management Agreement)
- Rent collection
- Crediting rental payments to Landlords nominated Bank Account.
- At end of tenancy, arranging check out, meter readings and final payment issues or renewing Agreement as applicable.
- Repayment and fair distribution of Security Deposit at end of Tenancy
- If Landlords reside abroad, to advise the Inland Revenue of yearly rental income and complete annual return if there is no Tax exemption Certificate in place.

Costs

- ½ first months rental and 10% of rental per calendar month received.
- Tenancy Agreement £100
- Renewal of Tenancy Agreement £80 (Only if required)
- Non residents income Tax £35 per quarter
- Inventory – TBA depending on size of property
- Gas Safety Certificate TBA
- Energy Performance Certificate TBA

NO VAT

Let Only

This service is suitable for Landlords who prefer to collect their own rent and oversee their own property but still includes:

- Marketing and carrying out viewings until a suitable tenant is found.
- Obtaining References and doing Credit Checks on prospective tenants.
- Arranging Landlords Insurance if required
- Preparing Assured Shorthold Tenancy Agreement
- Preparing Inventory, if required – cost to be advised
- Taking required deposits/advance rentals & lodging Deposit with Landlords preferred Deposit Scheme.
- Checking Tenant into property
- Advising Council and Service providers of new occupancy

After this the management of the property is the responsibility of the Landlord .

Costs

- ½ first months rental
- Assured Shorthold Tenancy Agreement £100
- Inventory (if required) costs to be advised

Additional costs if service is required

- Check out £60 (This does not include any negotiating over distribution of Security Deposit)
- 3 monthly check £35 per check
- Renewal of Tenancy Agreement £80
- Gas Safety Certificate TBA
- Energy Performance Certificate TBA

NO VAT

Additional Information

Whilst, as Agents, we use our best judgement in the selection of Tenants we shall not, in any circumstances be liable for non payment of rent or any other outcome of the Tenancy or for any legal costs resulting thereafter. If it becomes necessary to instruct a Solicitor it should be understood that all costs will be the Landlords responsibility.

Insurance Policies are available to cover such risks, details of which are available on request

If a mortgage exists on a rental property the owner must obtain the lenders written consent to let the property, a copy of which must be available on request.

If the owner is a leaseholder, the terms of the lease must be checked and any necessary consent obtained to let the property. A copy of the Head Lease or any Covenants must be available on request.

The Landlord is responsible for all Management charges on a Leasehold property and must

ensure that *LANDLORDS* Buildings Insurance is in place including personal Accident.

All other responsibilities of the Landlord are available on request

Tenant Information

Why rent from Westwoods

- Portfolio of quality property
- Professional & friendly service from viewing to moving in and throughout Tenancy if property is 'Managed'
- Prompt attention with regard to problems at property
- 'Out of hours' viewings if necessary
- Very competitive fees
- No hidden charges
- Fair negotiation regarding repayment of Security Deposit

Costs

Funds required before moving in

Initial Holding Deposit & reference fee £100 For one person
Referencing for every extra person who will be responsible for paying rent £ 50

This fee covers the cost of holding the property for two weeks until referencing and credit checks have been completed

If, during that time the Landlord/Agent lets the property to another Tenant or withdraws the property from the rental market, this Deposit **will** be returned in full.

If the prospective Tenant fails referencing/ credit checks or decides against renting the property this Holding Deposit **will not** be returned.

If clear, moving dates have not been secured by the end of two weeks the property will be re advertised and the Deposit retained.

1 1/2 months rent as Security Deposit (to be lodged with the DPS or other approved Scheme if Landlord prefers)	TBA
1 month advance rent (depending on property)	TBA
Tenancy Agreement/Admin	£100.00
Guarantor referencing fee and Agreement (only if required)	£ 50.00

Possible costs required during/end of Tenancy

Renewal of Tenancy (only if required)	£ 80.00
Breaking a Tenancy Agreement (providing all parties agree)	1/2 months rent + £100
Letters re late payment of rent (only if required)	TBA
Checking out fee	£ 75.00
Possible extra Security Deposit if pets are kept at the property	

Tenants are responsible for arranging and paying for Contents Insurance to cover not only their own possessions but also for accidental damage for any appliances/furnishings left by the Landlord ie carpets/curtains etc

Also for paying any Council Tax, Gas & Electricity, water, sewerage and TV licence fees

