



Balmoral Lettings Ltd

*60 Balmoral Road, Gillingham,
Kent, ME7 4QE*

Tel: 01634 856200

Fax: 01634 856200

E-Mail:

info@balmorallettingsltd.com

Website:

www.balmorallettingsltd.com

www.rightmove.co.uk





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Thinking Of Investing?

Considering Letting Your Current Property?

Are You Getting The Best Possible Service From Your Present Agent?

Dear Landlord,

On behalf of Balmoral Lettings Ltd we would like to thank you for enquiring about our services and hope that the details in the company prospectus will answer all of your questions and concerns regarding the minefield of the property lettings and management market.

Balmoral lettings are an independent and motivated agent with staff trained to deal with any situation, providing you, the customer, with all the help and support possible. While reading through the prospectus if at any time you require further information about any aspect of your property or our services then please contact our branch and we will do all we can to deal with your enquiry quickly and efficiently.

Many Thanks

Lettings Manager

Valuation Details

Before we start acting on your behalf we will first visit the property to give you a current and accurate rental income estimate. This will allow us to negotiate an asking price that will cover the costs of any mortgage and insurances that you have on the property and maximise the amount of income for your investment. Once this has been established it is a good time to go through any further questions that you may have. We will take formal details of the property and **DIGITAL** photographs to show it in the best light and thus get applications faster, and avoid a long marketing period.

While our estimator is with you at the property we will take details about the type of tenant you are looking for e.g.: Smokers, People with pets etc. With this in mind we do regular inspections to keep all property in order ensuring any decision you make is the right one.

Advertisement

Once we have your property details all together and everything has been agreed how will we find you that ideal applicant?

- First we do full colour displays in our prominent office window, visual 24hours a day, seven days a week.
- Advertisement in full colour in the Kentish Property Times Newspaper giving you area coverage.
- Internet access & advertisement by WWW.RIGHTMOVE.CO.UK
- We would also recommend a distinctive **TO LET** board is erected to inform all passing traffic.

Once We Find You A Tenant

Once the property has been fully advertised and the correct applicant has been found for you, we request that the prospective tenants are credit referenced to make sure that they are suitable for the property financially and to ensure they have no previous landlord problems. The landlord check requests any previous landlord to give a reference thus giving full peace of mind. Please note that if you have decided to take landlord protection then these checks must be done to validate your insurance policy.

Once the referencing forms are back then we start to get your property ready for moving.

Step 1- All necessary certification and Inventory inspections are carried out.

Step 2- All contracts are drawn up and the tenant must read and agree terms and conditions.

Step 3- We take a security deposit and 1 months rent in advance.

Step 4- Your tenant moves in.

Safety and Legal Requirements

This is by far the most important section in this prospectus; this must be read carefully and fully understood before letting any property. Failure to comply prior to a new tenancy can result in the landlord being fined or even in severe cases imprisoned.

Gas

Your property will require a safety certificate to be issued by a CORGI registered engineer prior to any new tenancy. This regulation is in place to ensure that all Gas installations, supply and appliances are safe.

Electricity

Although there are no mandatory requirements, the regulations require that all electrical equipment and supply is safe. We will make a visual inspection but before the marketing it is a good idea for the landlord to have a more in depth inspection to avoid later problems.

Mortgage And Insurance Implications

If you haven't already informed your mortgage lender that you are going to rent your property or are buying to rent then you must do so as this can lead to problems. The mortgage company may request a copy of the agreement which we can supply once drawn up. You must also inform any insurance supplier so that they can change the policy cover.

Tax Implications

The Inland Revenue will require you to contact them regarding all rental payments as these are classed as income and thus need to be taxed accordingly. We unfortunately will not be able to arrange this for you unless requested directly by the Inland Revenue. Certain expenses that you incur as a landlord may be tax deductible but we would suggest you discuss these with your accountant.

Rental Protection

As mentioned earlier in the prospectus we can supply rental protection cover for any landlord who has their tenant credit referenced through our referencing company. Within the office we do carry policy booklets outlining the details. We would recommend that any prospective landlord to seriously considers taking this policy as it can help in the event of rental default.

Levels of service

Full Management

- Free market evaluation
- Full advertisement
- Accompanied viewings (When Applicable)
- Tenant referencing arranged
- Full inventory
- Contract and file set up
- Gas safety certificate arrangement if necessary
- Free visual electrical inspection
- Deposit and first months rental collection
- Quarterly inspections
- Collection of rents and payment into an allocated bank account
- Point of call for tenant problems
- Point of call for landlord problems and negotiation

Tenant Find Only Service

- Free market evaluation
- Full advertisement
- Accompanied Viewings (When Applicable)
- Tenant referencing arranged
- Full Inventory
- Contract and file setup
- Gas safety certificate arrangement if necessary
- Deposit and first months rental collection

We would like to add that whether you are a first time landlord or have previous experience, the full management service offers you the maximum level of assistance and peace of mind.

Thank you for taking the time to read the prospectus, if you have any further questions or queries please don't hesitate to contact us directly and we will be happy to go through all concerns.