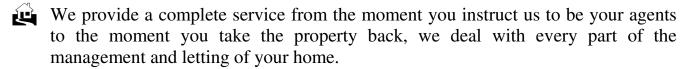
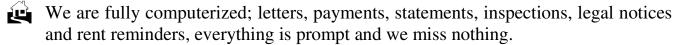


## Tel: 01635 866446

## TROUBLE FREE PROPERTY MANAGEMENT AND LETTING - MY PERSONAL GUARANTEE

Thank you for your enquiry about the property management and letting service we provide. We believe that letting your home should be a simple and trouble free arrangement. We will take every possible precaution to safeguard you and your property.





- We maintain a separate client account. This is the system operated by solicitors and is the best way to make sure our client's money is secure
- Because of this our costs are kept to a minimum, you will pay **no** administration fees **no** inventory fees **no** agreement fees **no** management fees or set up fees each time new tenants move into your home only a service charge of a % of the rent we will collect.
- There are **no** extra or hidden charges, we do not charge for renewing tenancy agreements with the same tenant and you pay nothing until we have secured your first tenant.

We provide a most personal and professional service. We have been letting and managing property for owners at home and abroad for many years. Please contact me to arrange a visit to your property, I can then assess the rental value and discuss any points you may wish to raise or clear up any fears and doubts you may have about letting your home.

## **Garry Kaxe F.Inst.L.Ex.FARLA FRSA**



## Tel: 01635 866446

1. Landiord	
Name:	
Address:	
Forwarding Address:	
<u> </u>	
_	
-	Other telephone:
2. Property to be let	
Address:	
3. Available	
Date:	
4. Rent	
£	per calendar month Tenant responsible for all utilities
Lowest rent to achieve £	
Landlord to pay	
5. Deposit	
Not lees than	to be held by HP

6. Viewing
Keys with HP
Other arrangements
7. Tenants
Type:
Children:
Pets:
Smokers:
Sharers:
8. Utilities Suppliers
Electric:
Property Reference:
Gas:
Property Reference:
Water:
Property Reference:
Council Tax:
Property Reference:
Oil:
9. Landlords Bank details
Bank:
Address:
Sort Code:
Account name:
Account number:
10.Repairs
Agents discretion: £
Preferred tradesman:
Telephone numbers:

11. Service agreements/appliance guarantees
12.Emergency contact (i.e. relative)
13. Building Society/Bank Mortgage Details
(The authority of the Lender is normally required before you can let)
Account number:
14.Buildings Insurance details
(You should notify your Insurer when the property is vacant and when it is let)
Policy number:
By completing and signing this form all Landlords will be deemed to have read
and accepted our Terms and Conditions as set out in full on our website
www.henwickproperties.co.uk
15. Additional Instructions
I andlands signature
Landlords signature  Date
Dau