

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 provide a complete service from the moment you instruct us to be your agents to the moment you take the property back, we deal with every part of the management and letting of your home.



We are fully computerized; letters, payments, statements, inspections, legal notices and rent reminders, everything is prompt and we miss nothing.



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.



Tel: 01635 866446

1. Landlord

Name:

Address:

.....
.....

Forwarding Address:

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.....

Home telephone:

Work telephone:

Mobile telephone:Other telephone:.....

Email address:

2. Property to be let

Address:

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.....

3. Available

Date:

4. Rent

£ per calendar month Tenant responsible for all utilities

Lowest rent to achieve £

Landlord to pay

5. Deposit

Not less 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

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.....

12. Emergency contact (i.e. relative)

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13. Building Society/Bank Mortgage Details

(The authority of the Lender is normally required before you can let)

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Account number:

14. Buildings Insurance details

(You should notify your Insurer when the property is vacant and when it is let)

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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

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.....
.....

Landlords signature

Date