



LANDLORD'S GUIDE

This is the guide for fully managed properties only.
Please see the Tenant Finder Guide if that is what you need.

- I will visit you at your property to discuss with you a possible rental figure plus any advice on how to present your property to make the most of your investment.
- Any specific instructions on the type of tenant that you are looking for will be taken.
- I will then offer you a Landlord/Agency Agreement to sign if you wish Melbourne Lets to do business on your behalf. Advertising for all properties is included in the £175 fee. **No Tenant No Fee.**
- A full summary of the property will then be done, for advertising purposes, together with photos taken inside and out.
- Energy performance certificate will be issued (This will be charged to the property owner)
- Your property will then be advertised in the local press, local companies, websites, and of course word of mouth!
- A Melbourne Lets advertising board will then be placed outside the property if you wish.
- Viewings will then be arranged with prospective tenants and application forms provided for completion.
- Tenant applications will then be scrutinised and references from present landlord, present employer, and banks will be applied for. A full credit check will also be done on your behalf if you so wish. Vetting of tenants is paramount to a confident letting!

- A tenancy agreement will then be put in place and signed by both landlord and tenant.
- A full inventory of the property will be undertaken.
- All deposits will be placed in a government protection scheme with which Melbourne Lets is registered.
- Bank details of the tenant will be taken and all standing orders for rent recovery set up.
- All BACS details set up for transfer of rent to your bank account (minus 10% management fees) within 7 days of payment by tenant.
- All meter readings taken and utility companies informed Together with details of the new tenant.
- Gas safety checks will be organised and a certificate issued. (This will be charged to the property owner.)
- Any electrical appliances that the property owner leaves at the property will be PAT tested and a certificate issued.
- Keys will be handed over to the tenant when all references etc. are in place and accepted by you, the property owner.
- Throughout the tenancy any day to day problems for the tenant will be dealt with by myself but if any repairs are required I can arrange for this to be done up to a certain price as previously arranged with yourself. Beyond this agreed figure quotes will be obtained for your perusal and any subsequent work organised on your behalf if you so wish.
- At the end of any tenancy I will meet with the tenant and check the inventory. At this point, I will discuss with the tenant any retrieval of funds needed from the deposit to put the property back to its original order, taking into account fair wear and tear.
- If you have, any queries do not hesitate to call Christine Judge on 07870547357.
- You can be certain that if any problems arise it will be my phone that is ringing and not yours!