



Information Pack for Landlords

About Abbey Estates

Abbey Estates is a local independent letting agency, which has been successfully letting and managing residential properties in the Bournemouth, Poole and Christchurch area for 20 years.

With our in-house property management and finance team, we work together to find the right tenants and make both the letting and managing of your property as easy and trouble free as possible.

Abbey Estates are members of:

- ✓ UKALA – The UK Association of Letting Agents
- ✓ The Property Ombudsman
- ✓ MyDeposits.co.uk (UKALA Deposit Protection Scheme)

We offer a comprehensive service to landlords, with a free rental market appraisal and competitive commission rate...



Fully Managed

The Standard Management Service includes:

- ✓ Guaranteed rent and Client Money Protect insurance;
- ✓ A no obligation market appraisal including advice on relevant certification required to be legally compliant;
- ✓ Advertising and marketing the Property;
- ✓ Interviewing prospective tenants and taking up full references including employer, previous landlord and credit checks (guarantor references taken if required);
- ✓ Tenancy Agreement preparation;
- ✓ Arranging Inventory and Schedule of Condition Report at the start and end of each tenancy on behalf of Landlord;
- ✓ Deposit receipt and registration with MyDeposits.co.uk (deposit protection);
- ✓ Communicating changes in tenancy to relevant utility providers and council (to include meter reading);
- ✓ Collecting the rent and paying over to the Landlord on monthly basis, less any fees or expenses due or incurred for the period;
- ✓ Regular inspections of the tenanted property;
- ✓ Co-ordination of repair or maintenance work (to include obtaining estimates, arranging and supervising work, arranging payments and settling accounts from rents received);
- ✓ A full check out report of the property, advising of any remedial/upgrade works required;
- ✓ Dealing with Deposit return at the end of tenancy and in the event of a dispute, liaising with Landlord and Tenant prior to processing all relevant documentation to obtain best possible claim for tenant liable damage;

The standard fee for the management is taken as a percentage of the gross rents due for the period of the tenancy and a one off set-up fee will be charged for marketing the property and arranging the tenancy.

Tenant Find

The Tenant Find Service includes:

- ✓ A no obligation market appraisal including advice on relevant certification required to be legally compliant;
- ✓ Advertising and marketing the Property;
- ✓ Interviewing prospective tenants and taking up full references including employer, previous landlord and credit checks (guarantor references taken if required);

Tenant Find Service fee will be charged for marketing the property, accompanying viewings and undertaking references.

Should any of our standard services not meet your requirements we can of course tailor them to fit your particular needs



Landlord Checklist

- ✓ Arrange market appraisal of your property;
- ✓ Select suitable management service;
- ✓ Complete landlord/property information form (incl. Bank Account details, utility information, etc);
- ✓ Read and sign Agency Management Agreement;
- ✓ Provide a form of identification (i.e. Driving Licence, Passport);
- ✓ Arrange an appropriate home insurance;
- ✓ Check if your property complies with current safety regulations:
 - Furniture and Furnishings (Fire) Safety Regulations 1988
 - General Product Safety Regulations 1994
 - Gas Safety (Installation and Use) Regulations 1998
 - Electrical Equipment (Safety) Regulations 1994
 - Plugs and Sockets (Safety) Regulations 1994
 - Energy Performance of Buildings (Certificates and Registrations) Regulations 2007
- ✓ Sit back and relax;

The Tenant Process

Below information outlines the process of finding your tenant from occupation to the end of the tenancy. It also lists information provided to your tenants in order to help them and to protect you and your property.

- ✓ Arrange viewing with prospective tenants;
- ✓ Interview and select suitable tenant for the property;
- ✓ Take a copy of ID and proof of address;
- ✓ Take up full references (incl. employer, previous landlord, credit check);
- ✓ Confirmation of Tenancy;
- ✓ Receipt of deposit and 1st month's rent;
- ✓ Tenant move in process and documentation:
 - Sign Tenancy Agreement
 - Inventory and schedule of condition handover
 - Sign MyDeposits.co.uk (deposit protection) prescribed information, guide handover
 - Sign for and release of Landlord Gas Safety Certificate
 - Tenant checkout guidelines handover
 - Drains, Condensation and Emergency/Out of hours sheet handover
 - Noise letter and Recycling information sheet handover
 - Release of Landlord information where applicable
 - Standing Order Mandate
 - Sign for and Release of keys
- ✓ Tenant move out process and documentation:
 - Tenant checkout guidelines sent 2 months prior to end of tenancy
 - Return of keys
 - Check out inventory booked
 - Dealing and liaising with landlord and tenant regarding return of deposit



Testimonials

“ To all the team at Abbey Estates, thank you for all your hard work managing our property over the last 7 years ”

Mr & Mrs Town (Landlord)

“ A big thank you for all of your hard work and help with renting and then selling our property over the past 6 years ”

Spraggy & Lyndsey (Landlord)

“ Dear Namir and team, it's been a pleasure working with you over the last few months. We'll certainly be recommending you to our friends ”

S. Ward (Landlord)

If you are interested to know more about Abbey Estates and how we can help you, **please call Namir on 01202 777704**