



andrewlees

LETTINGS

LANDLORD GUIDE & SCALE OF CHARGES



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MEET ANDREW LEES LETTINGS



Andrew Lees Lettings was founded in 2007 by Andrew & April Lee, where they worked from the back bedroom of their house building the lettings business that has gone from strength to strength and grown to be the only dedicated Letting Agent in the High Street of the Somerset Market town of Bridgwater, where we work with Landlords across the area covering the villages between Bridgwater and Minehead, the Polden Villages and Street, Burnham on Sea and Weston Super-mare. We have experience of letting properties in Taunton and Wellington and surrounding areas.

We have a team of highly experienced and friendly staff; we like to create strong relationships with our Landlords and believe by working closely together we will find the most suitable tenant for the landlords property.

The team has grown from Andrew and April working together to a dedicated team that comprises a Maintenance Department with a team of contractors to support all necessary needs of property maintenance; The Maintenance Department is led by Peta who has worked for Andrew Lees Lettings for over 5 years and deals with the day to day maintenance.

Property inspections are carried out by Paula who has worked for the company for over 11 years and has experience in all aspects of the lettings business. Paula also deals with preparing inventory's for the properties, as we take on new tenants and check outs as tenants move on building good relationships with the tenants and their families.

The Office Manager is Brigitte who has worked for the company for 8 years and deals with investors together with new and existing landlords advising them on the process and building a relationship with them that in many instances last for years to come. Brigitte deals with the referencing of new tenants and the preparation of contracts for the tenants move in to their chosen property, answering any questions they may have.

We welcomed a new member of the team recently Yolande. Yolande has experience of the letting business whilst living in South Africa and has brought her experience to Andrew Lees Lettings. Yolande deals with the advertising of the properties as they become available, it will be Yolande that meets viewers at properties and who will advise and answer questions regarding the process.



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APPROVED CONTRACTORS

Here at Andrew Lees Lettings we believe in supporting our local and independent businesses which is why we use contractors who are local to us. All our contractors are fully insured, qualified and carry out work to a high standard and because they work for us we ensure we get the best price for you.

Plumbers Carpet and Flooring Cleaning End of Tenancy Cleaning Window Cleaning Oven Cleaning Electrician Handyman Decorator Gardeners Energy Performance Assessor TV aerial Pest Control



FREQUENTLY ASKED QUESTIONS

How long has Andrew Lees Lettings been established? *Since 2007*

When are you open? *Our opening hours are Monday to Friday 8.30am to 4.30pm and Saturdays 9am to 12pm.*

Are you contactable outside of these hours? *Yes, we have a 24/7 emergency line.*

Are you accredited? *Yes we are accredited with the Property Ombudsman.*

Do you hold Client Money Protection (CMP) Insurance? *We have Moneyshield Protection.*

How much deposit do you take? *The law limits tenancy deposits to 5 weeks of rent (6 weeks if the annual rent is £50,000 or more)*

Will you spend money on repairs without authorisation? *We will agree a spend limit with you, or if you prefer we will seek your authorisation each time a repair is required.*

Do you allow me to choose my tenant? *Yes. Once we have found a tenant we will ask for your confirmation that you are happy for us to proceed.*



WHY SHOULD I USE A LETTING AGENT TO MANAGE MY PROPERTY?

This question comes to the mind of many Landlords, unsure as to whether they should be managing their own buy to let properties themselves or asking a letting agent to fully manage them instead. Based on our research and feedback from Tenants, we find that Tenants prefer to rent a property which is fully managed by a letting agent knowing that their repairs and queries will be dealt with in a timely manner. We can resolve repairs quickly and efficiently and understand which issues are required to be prioritised.



ACCREDITED AGENT

We find that by using an Accredited Letting Agent that tenants are much more likely to stay as long term tenants and to keep your property to a certain standard.

Our knowledge of the law keeps us up to date with Legislation and Regulations of which there are over 125 which affect rental properties. Many landlords are not aware of all of their legal responsibilities which can make them vulnerable.



As an accredited Letting Agent we keep up to date with new laws affecting the Industry, so while you may not know the impact of the Tenant fees Act of 2019 we are fully aware of this. We are aware when changes in legislation take place and make sure all of our managed properties are compliant.

BENEFITS OF USING ANDREW LEES LETTINGS TO MANAGE MY PROPERTY?

POWERFUL MARKETING:

Helping you find the most suitable tenant

MAINTENANCE:

Priority access to local contractors

COMPLIANCE:

From tenancy documents, to your rights and obligations.

OUR TEAM:

Approachable, efficient and experienced

24/7 EMERGENCY CONTACT:

In case the worst happens

ACCREDITED:

Peace of mind that you are dealing with a reputable agent

TENANCY ISSUES:

Dealing with any day to day queries that may arise

PERIODIC PROPERTY INSPECTIONS:

Ensuring your property is kept to a required standard

RENT COLLECTION:

Monthly collection of your rent. Dealing with any arrears through our late rent procedures



FULL MANAGEMENT SCALE OF CHARGES

FULL MANAGEMENT

Set-up fee £240.00 (£200.00 plus vat)

Includes:

- Virtual Tour
- Property Marketing and Accompanied Viewings
- Tenant credit Checks
- Right to Rent Checks
- Review of 3 months' bank statements
- Referencing of employers
- Referencing of previous landlord
- Fitness for Human Habitation (FFHH) Assessment
- Transfer of Utilities and Council Tax from the Landlord to the Tenant
- Inventory

Tenancy Agreement and Tenancy Related Paper Work

- Creation of a 6 month Assured Shorthold Tenancy Agreement
£120 (£100 plus vat)
- Deposit lodged with the Deposit Protection Service
£30.00 (£25 plus vat)

Safety Certificates

- Legionella Risk Assessment £60.00
- Energy Performance Certificate £90.00
- Gas Safety Certificate £90.00 with a service £110.00
- Electrical Portable Appliance Test £90.00 (PAT)
- Certificate Electrical Inspection Condition Report £200.00

Tenancy Closedown Fee

£120.00 (£100.00 plus VAT)

Includes:

Tenant Check Out

Negotiating & Agreeing Deposit Deductions Transfer of Utilities and Council Tax from the Tenant to the Landlord/new tenant

Inspections

Routine property inspections £18.00 (£15.00 plus vat)



FULL MANAGEMENT SERVICE

- 1** The first step is to visit your property and provide a free rental appraisal and advice on current lettings regulations and legislation.
- 2** Once we have agreed a marketing plan and received the completed Terms of Business, we will begin finding you a suitable tenant.
- 3** We will carry out all viewings at your property and interview all prospective tenants; you will then be sent a viewing form completed by any prospective tenants and can advise us of your choice. The successful tenants are then credit checked and fully referenced.
- 4** When referencing is successfully completed we will arrange a convenient move in date for both parties, draw up the tenancy related paperwork, statutory notices and inventory.
- 5** Rent and deposit is collected. Relevant paperwork is sent to the tenant for signature and keys handed over to the new tenants.
- 6** Deposit is protected with the Deposit Protection Scheme.
- 7** The council and utility providers are advised of the date that the new tenants moved in their names and meter readings.
- 8** Your first rental payment minus our fees and agreed additional costs are deducted and the balance sent to you.
- 9** Future rental payments are transferred to your account within 30 days of the date that the rent is due.



FULL MANAGEMENT SERVICE

- 10** We will be the first point of contact for your tenants and are on hand to deal with repairs and maintenance as well as managing tenancy queries, extensions, renewals and terminations.
- 11** Periodic inspections are carried out every 3/4 months to ensure that tenants are looking after your property. You will receive an inspection report via email for your records.
- 12** We will ensure that all safety certificates are kept up to date and renewed when necessary.
- 13** We will arrange rent reviews and discuss this with you before implementing an increase on your behalf.
- 14** Tenants are required to give one months' written notice from the anniversary date of the start of their tenancy. We will inspect the property prior to them moving out and they will be advised of how the property is expected to be returned. We will then meet the tenant at the property on their check out date to complete a final inspection and condition report.
- 15** If there is any dispute with your tenant over deductions from their deposit this will be dealt with by us by using the inventory and video that was prepared on the move in.





4.80% (4.00% plus VAT)

Co-ordinating repairs, safety certificates and dealing with emergencies 24/7



3.60% (3.00% plus VAT)

Collecting and processing rent

3.60% (3.00% plus VAT)

Dealing with the day-to-day management of your property and queries from your Tenant

Contact Us Today To Arrange A FREE & NO OBLIGATION Rental Assessment Of Your Property



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