

Services & Packages

Your local, independent letting agent
based in Broseley, Shropshire.



Services Fully Managed

For the busy landlord that wants a stress-free life and needs everything taking care of.

Fees and Marketing

We will:

- Visit your rental property for a valuation, find out more about your ideal tenant and let you know how much rent you should charge per month.
- List your property on Rightmove, Onthemarket and our website/ social channels.
- Arrange appointments, accompany all viewings and give you feedback afterwards.

And if there's no let, there's no fee.

At the start of the tenancy, we'll...

- Complete a full credit check and ID check on the tenant, including Right to Rent.
- Sort all tenant references, including those from their employer, current and previous landlord (where applicable) and a character reference.

- Draw up a legally correct, ARLA-approved tenancy agreement and upload it online so all parties can sign electronically (hard copies can be sent in the post if needed).
- Give your tenant a 'How to Rent' guide.
- Collect a five-week deposit and first month's rent.
- Put a standing order in place with relevant banks so rent can be paid directly to you.
- Make a Schedule of Condition, take an extensive inventory and time/ date-stamped photos of meter readings.
- Carry out a Legionella risk assessment
- Let the utility companies and local council know that new tenants have moved in, and end the previous account(s).
- Lodge the deposit with a government-backed scheme and issue relevant paperwork.

During the tenancy, we'll:

- Collect the rent each month. If it isn't paid, we'll take steps to recoup it and transfer it to your account upon receipt.
- Send you a monthly invoice for our services, usually via email.
- Check the condition of the property with regular inspections and give you a report on the findings.

Services Fully Managed

- Manage all maintenance issues and make sure all of the repairs are carried out by qualified tradespeople.
- Give tenants a 24/7 emergency contact number for maintenance emergencies that are out-of-hours because trust us, they usually are!

If needed, we'll also arrange the necessary gas, electric and energy certificates.

At the end of the tenancy, we'll:

- Check-out the tenant, take the meter readings, then let the utility companies and the local council know that they've moved out.
- Use the colour inventory completed at the start of the tenancy to see if there are any potential security-deposit claims.
- Take time/date stamped photos of any damages/cleaning, which might be needed as evidence against any deposit claims.
- Help you provide evidence to the government-backed deposit scheme if you want to claim funds back against it.



Services **Let Only**

For the landlord that's hands-on with the property but needs help getting it to market and finding the right tenant.

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- Visit your rental property for a valuation, find out more about your ideal tenant and let you know how much rent you should charge per month.
- List your property on Rightmove, Onthemarket and our website/ social channels.
- Arrange appointments, accompany all viewings and give you feedback afterwards.

And if there's no let, there's no fee.

- Draw up a legally correct, ARLA-approved tenancy agreement and upload it online so all parties can sign electronically (hard copies can be sent in the post if needed).
- Give your tenant a 'How to Rent' guide.
- Collect a five-week deposit and first month's rent from the tenant.
- Put a standing order in place with relevant banks so rent can be paid directly to you.

At the start of the tenancy, we'll...

- Complete a full credit check and ID check on the tenant, including Right to Rent.
- Sort all tenant references, including those from their employer, current and previous landlord (where applicable) and a character reference from an appropriate adult.

Services Rent Collect Only

For the landlord that's happy managing and maintaining the property but wants an extra pair of hands to help collect the rent.

Fees and Marketing

We will:

- Visit your rental property for a valuation, find out more about your ideal tenant and let you know how much rent you should charge per month.
- List your property on Rightmove, Onthemarket and our website/ social channels.
- Arrange appointments, accompany all viewings and give you feedback afterwards.

And if there's no let, there's no fee.

- Draw up a legally correct, ARLA-approved tenancy agreement and upload it online so all parties can sign electronically (hard copies can be sent in the post if needed).
- Give your tenant a 'How to Rent' guide.
- Collect a five-week deposit and first month's rent from the tenant.
- Put a standing order in place with relevant banks so rent can be paid directly to you.

During the Tenancy

We'll collect the rent each month. If it isn't paid, we'll take steps to recoup it and transfer it to your account upon receipt.

At the start of the tenancy, we'll...

- Complete a full credit check and ID check on the tenant, including Right to Rent.
- Sort all tenant references, including those from their employer, current and previous landlord (where applicable) and a character reference from an appropriate adult.



Habitat-Lettings_Services_2023_v1.0.pdf
www.habitatlettings.co.uk

