

# Henderson Roche

S A L E S   A N D   L E T T I N G S

## **Fully Managed Service**

Henderson Roche offers a Fully Managed Service to clients. The cost of the Fully Managed Service is as follows:-

Marketing Fee -- £350 + VAT

Monthly Management Fee – 10% + VAT

### **Marketing**

We will organise for our professional photographer to attend your property and take internal and external photographs for marketing purposes. We will compile a description of your property for advertisement purposes.

Your property details will be advertised on Rightmove, S1 Homes & the Henderson Roche website. We will also advertise your property on social media websites such as Facebook & Twitter.

We will erect a To Let board so that your property gets maximum exposure.

### **Viewings**

We will arrange and carry out all viewings on your property. We will liaise with the potential tenant and arrange a viewing that is suitable for both parties. All viewings will be accompanied.

### **Vetting Process**

Once we find a suitable tenant who wishes to let the property, if the landlord is happy to continue with the application, we will proceed in carrying out a credit check on all prospective tenants over the age of 18. We also request that they submit an employer's reference, character reference and a current/previous landlord reference. The reference process usually takes 2-3 working days.

## **Documentation**

We will compile all relevant documentation for the tenant to move into the property. A full inventory will be compiled prior to the tenant moving in, the inventory will include a full description of the property, photographs and also meter readings.

Documentation for a new tenant includes:-

- Short Assured Tenancy Agreement
- AT5
- Tenant Information Pack
- Standing Order Mandate
- Inventory

The new tenant will schedule an appointment to come to come in to our office to sign all the documentation.

We will provide both you and a tenant of copies of all the signed documentation and we will keep the original documents.

## **Management Fee**

Once the tenancy has commenced we will deduct our monthly management fee from the rent amount received.

The Management Fee covers the following services:-

- ❖ Collection of rent
- ❖ Chasing rent arrears
- ❖ Providing you with a fee note every month showing rental income and any deductions
- ❖ Dealing with repairs and any other issues reported by the tenant
- ❖ Dealing with all contractors in relation to repairs/quotes in relation to the property
- ❖ Dealing with the payment of any bills relating to the property. Any bills received will be deducted from the monthly rent received.
- ❖ Carrying out routine inspections on the property and report our findings back to you.