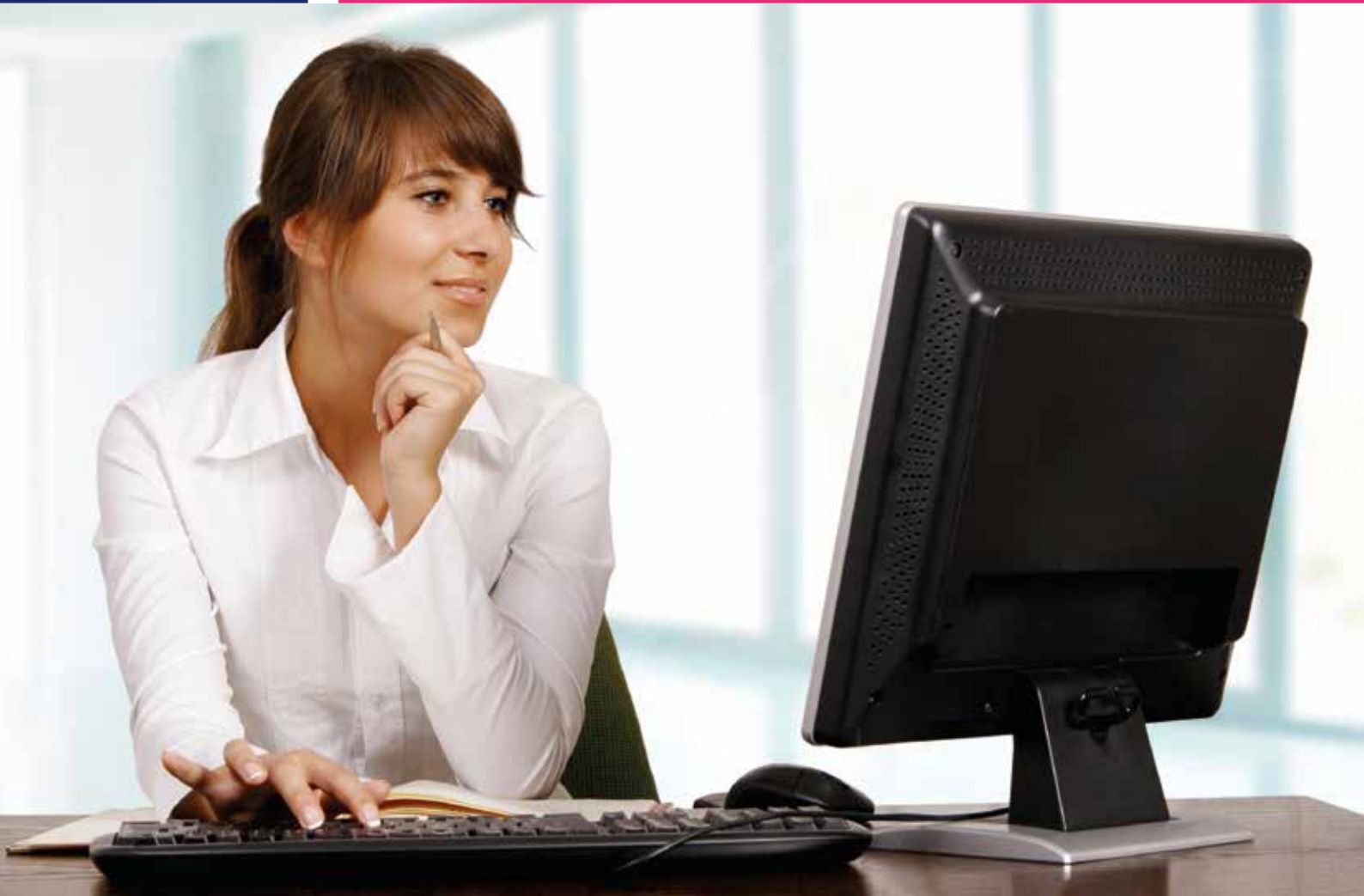


KINGSWOOD

ESTATE AGENTS



01268 272222

Lettings and Property Management
Specialists established over 30 years



Kingswood Estate Agents have been established for over 30 years and are one of the areas longest established agents and during this time have gained an excellent reputation for professionalism, hard work, a proactive outlook and above all, integrity.

Whether you are buying, selling or renting you can rest assured that we will leave no stone unturned in getting you moved. For decades now we have benefited from client recommendations we pride ourselves on our reputation and would like to invite you to add yourselves to our ever growing list of satisfied customers.

Letting and Management

We are one of the few member firms of the National Association of Estate Agents within the area and our professionally trained staff are on hand to ensure the highest possible rents are achieved for your property. We will market your property extensively to find a suitable tenant, once a tenant has been found they will be referenced by our insurance company.

If required our property management department can handle the management of your home, from collecting the monthly rent to supervising repairs.

Our Services include:

- Free Rent Guarantee and Legal Expenses (Managed and Unmanaged)
- Free Rental Valuations
- Many waiting vetted Tenants
- Company Lets available
- Properties shown in our colour display at Basildon Town Centre
- Buy to Let In house advisor
- Local Colour Advertising
- Member of NAEA and NALS
- Properties shown on Rightmove.co.uk

AN INTRODUCTION GUIDE TO LETTING

The whole business of being a landlord in the present times can be made much easier by appointing **KINGSWOOD PROPERTY MANAGEMENT**. Upon instructions we will prepare details for immediate circulation by way of advertising in the local papers. We also advertise on the websites www.teamprop.co.uk & www.rightmove.co.uk. Once we have someone who is interested we will obtain the relevant references.

KINGSWOOD PROPERTY MANAGEMENT will also: -

- Prepare the necessary tenancy agreements
- Prepare an inventory and Schedule of Condition of the property & contents (If required, at an additional cost)
- One month's rent will be taken in advance and a further month money will be held as a deposit against breakages/damages etc.
- The deposit will be returned to the tenant at the end of the tenancy providing the property has been left in a satisfactory condition.
- Provide a rent guarantee scheme, which is free of charge for the first six months of the tenancy.

GENERAL INFORMATION

RENT:

The rental charge is normally excluding water rates, gas, electricity, telephone and Council tax. Under the Assured Shorthold Tenancy Agreement which is fixed for the period of either six or twelve months, the rent remains the same.

INVENTORY:

Before the commencement of the tenancy, it is advisable to have a full inventory of the condition and fittings of the property. The inventory would be signed by both parties and checked again when the tenancy ends. If you do not wish for an inventory to be carried out, Kingswood Property Management will take no responsibility for checking the property at the end of the tenancy.

MORTGAGE'S:

Where the property is subject to a mortgage permission is normally required from the Building Society / Bank to sub-let the property. You must obtain your mortgagee's permission to sub-let at the earliest date rather than applying when a tenant is found.

FEE'S:

On our introduction to a tenant who is acceptable to you or whom you have given us authority to accept on your behalf and completes the tenancy agreement, our commission will be charged as follows:

SOLE AGENCY:

A commission of 7.5% of the six months or twelve months rent is charged and will be deducted from the first rents (Minimum Fee £450). This includes administration costs, showing prospective tenants over the property, the preparation of the formal agreements and serving the appropriate notice.

MULTIPLE AGENCY:

An annual commission of 10% of the year's rent is charged and will be deducted from the first rents received (subject to a minimum fee of £550.00). This includes administration costs, showing prospective tenants over the property, the preparation of the formal agreement and serving the appropriate notice.

With regards to the extended tenancies, whether or not negotiated by us, commission is payable at the rate of 5% per term, i.e. six or twelve months (Minimum Fee £100.00)

Any tenancies renewed on a monthly / periodical tenancy basis will be subject to a charge of 5% plus V.A.T. of the monthly rent.

For the preparation of a full inventory and schedule of condition for your property, £250 for furnished accommodation comprising of four or more bedrooms, £200 for furnished accommodation and £150 for unfurnished accommodation. (Note: Small items such as cutlery will not be accounted for).

This is an optional service and you are welcome to prepare your own inventory and provide ourselves with it however Kingswood Property Management will take no responsibility for an inventory not prepared by us.

MANAGEMENT SERVICE:

For managing your property our fee is 10% of the rents collected. This includes the collection of rents, checking of inventories at the end of each tenancy (if prepared by ourselves), supervising any problems, repairs etc, payment into your bank account via our BACS system.

V.A.T will be added to our fees at the current rate.

The total amount of commission due is payable at the commencement of each tenancy and/or extension.

RENT REMITTANCES:

Present banking arrangement are such that is necessary for us to allow approximately ten days for rent cheques to be cleared before transmitting monies to clients account.

INSURANCE:

You should make sure that your property and contents are adequately insured and that your policy cover furnished lettings, some household policies do not do so.

DEPOSITS:

Kingswood Property Management will retain the tenants deposit for the duration of the tenancy. The deposit cannot be transferred to Landlord during the tenancy under any circumstances.

FURNISHED/UNFURNISHED?

The accommodation can be let either unfurnished, partly furnished or fully furnished, unfurnished accommodation would usually consist of carpets, curtains/nets and in most cases a cooker. If the property is to be let partly or fully furnished then any soft furnishings must comply with fire safety laws. Furniture must be labelled with the permanent label with the words 'CARELESSNESS CAUSES FIRE', a batch number and an indication that the upholstery complies with the regulations. Most furniture manufactured before 1988 will not comply.

PROPERTY WITH GAS HEATING/GAS APPLIANCES:

By law, an annual gas safety certificate is required to be carried out by a CORGI registered engineer. We can arrange for this to be carried out if needed by our regular CORGI engineer for a very reasonable price.

POST:

Our management service does not include the re-direction and handling of post. It is recommended that the Post Office's re-direction service is implemented.

TAXES:

Where the Landlord of a property resides abroad, it is important to obtain an approval number from the Inland Revenue prior to letting your property. The address is as follows: **Inland Revenue, Non Residents, St. Johns House, Merton Road, Bootle, Merseyside, L69 9BB Tel: 0151 472 6208.**

OUR SECURITY TO YOU:

Kingswood Property Management have Member firm status with The National Association of Estate Agents and are fully bonded for Lettings and management. This provides you with the assurance that you will receive competent advice based on our practical experience and knowledge. We are backed by professional indemnity insurance and provide protection of clients money through insurance bonding.

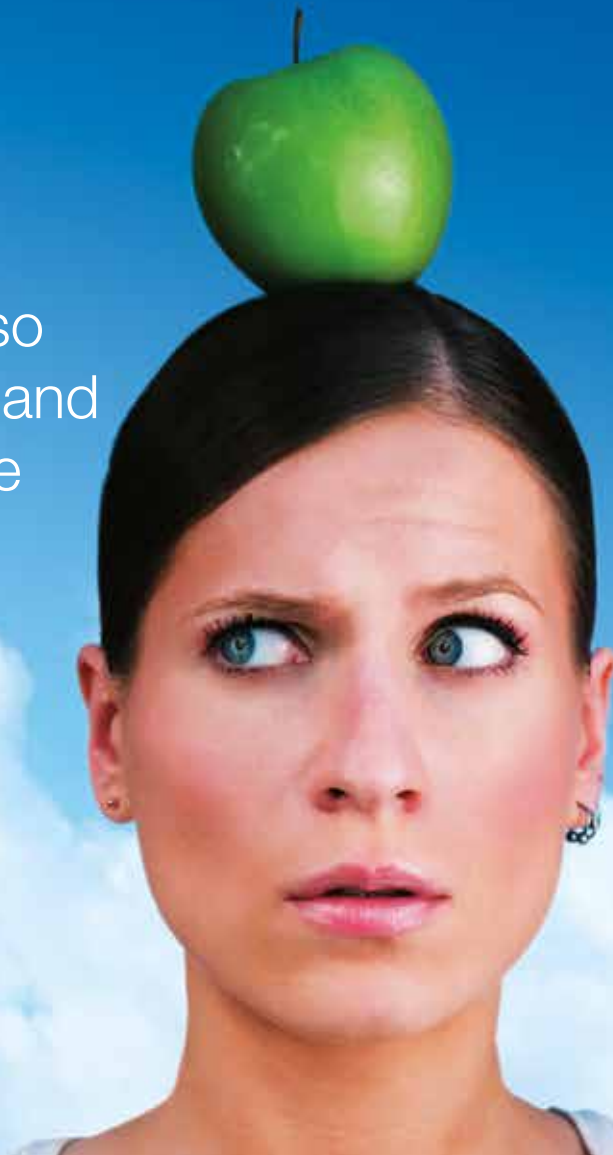
We hope that now you have read through our letting guide we have provided you with all the information you require proceeding to letting your property. However, if there are any points that we have not covered, please feel free to contact us at a time where you will be assured to receive honest and professional advice.

If you would like us to give you a market appraisal, without obligation, please contact us on **01268 272222**.

Don't take any risks when letting your home!

Kingswood don't just sell houses, we also specialise in letting property and pride ourselves on finding the right tenant for your home.

Contact us now for full details of our letting service.



KINGSWOOD

ESTATE AGENTS

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