

The Residential Letting
and Management
Department

0121 422 4011
(option 2)

www.scriven.co.uk



Established 1937

About Scriven & Co

Scriven & Co was founded in 1937 by the late A J W Scriven FALPA (Jack Scriven) and became established in the Black Country and the West Midlands. The director Martin Scriven B.Sc.(val.Est.Man.)FRICS, (son of the Founder) subsequently joined the company in 1978. In September 2007 Gordon Tibbetts FNAEA FARLA was appointed a director. In January 2015 George Scriven and Charles Scriven were appointed directors with Nicola Stevens appointed an associate. The Company has been successfully letting and managing properties since 1937.

Why choose Scriven & Co?

As well as having experienced staff, we are bound by the Rules of Conduct of The Royal Institution of Chartered Surveyors (RICS) and The Association of Residential Letting Agents (ARLA). In addition, we have members of the National Association of Estate Agents. We are also members of The Dispute Service Ltd Tenancy Deposit Protection Scheme so that we are able to accept deposits in accordance with the tenancy deposit protection regulations. Scriven & Co utilise the services of the Ombudsman Services: Property (OS:P).

We aim to provide a professional service of the highest standard with honesty and integrity, at a competitive price.

You will find all of our staff are very approachable, will always be happy to speak to you and understand the importance of finding a quality tenant as quickly as possible. We pride ourselves on giving a very personal and highly professional service. We believe that good communications with residents and clients is vital to the smooth running of the properties we manage, creating trust that all issues will be dealt with fairly and expeditiously.

Our coverage

As we as agents are a member of **team** your property will be marketed in other independently run team estate agent offices. Not only will this allow other potential tenants in the UK to monitor the rental market but also prospective tenants looking to move to the UK from overseas.

By instructing a team estate agent as your sole agent you are achieving that greater geographical coverage but still only paying a sole agency rate of commission - thus achieving a multi-agency coverage at a sole agency rate. A better service at a more reasonable cost.

Scriven & Co now manage approximately 500 properties in the midlands including areas such as Alvechurch, Birmingham, Bartley Green, Bearwood, Belbroughton, Bobbington, Bromsgrove, Coseley, Cradley Heath, Dudley, Edgbaston, Hagley, Halesowen, Handsworth, Harborne, Old Hill, Oldbury, Oldswinford, Quarry Bank, Quinton, Redditch, Romsley, Rowley Regis, Sedgley, Shirley, Smethwick, Stourbridge, Tipton and West Bromwich.

Please note we are not restricted to these areas and are happy to manage properties in other areas.

Our client base

We have built up a varied client base. Many clients are single property owners whilst others are large investment companies with around 50 properties in their portfolio. We also act for landlords in the collection of ground rents. We pride ourselves on providing a personal, professional service to ALL our clients.



Which tenancy agreements do we use?

Where properties are let direct to individuals we use Assured Shorthold Tenancy Agreements. Where properties are let to companies for the occupation of employees a Contractual Tenancy Agreement is used. In each case the agreement allows for a refundable deposit to be taken, in addition to rent in advance. These allow possession to be gained by the landlord at the end of the fixed term or during the term for certain breaches of contract. Schedules of Condition and Photographic Surveys are prepared and agreed with the tenant to prevent disputes at the end of the tenancy.

Is your property ready to let? Does it need a makeover?

HERE ARE SOME USEFUL TIPS :

- Ensure the property (including appliances, carpets and floorcoverings) is clean throughout.
- Test appliances to make sure they are working and provide user manuals where possible.
- Prospective tenants love a property that has a clean fresh look. Therefore making good decoration or redecorating the property in cream or magnolia (walls), white (ceilings) and white gloss/satin (wood joinery) is often carried out to help create a good first impression.
- Where a property needs modernising, simple changes like replacing dated door furniture and curtain poles with a polished chrome or brushed metal effect really helps.
- Help protect your property by installing door stops behind doors and bathroom fixtures such as toilet roll holders and towel rails. This discourages tenants from installing their own.
- Maintain any external areas to include the installation of guards where there is a significant change in level, stabilizing loose or uneven paving or paths and undertaking general garden maintenance.
- Install air fresheners to help create an inviting feeling whilst the property is empty.

Of course every property is different and therefore there may be other useful tips and recommendations. In addition you might require assistance in organising maintenance to be undertaken. Should you wish to discuss anything further, a member of our team is always on hand to provide advice on how to get your property let as soon as possible!

How will we find your tenant?

Simply the best marketing techniques...
..and over 80 years of experience

Rent Guarantee Cover required?

...by arrangement.

To contact us...

Call Jackie Jackson on 0121 422 4011 (option 2) and we will make arrangements to market your property as soon as possible. Alternatively, contact Gordon Tibbetts on 0121 506 6952, Charles Scriven on 0121 506 6957, Nicola Stevens on 0121 506 6958 or email: lettings@scriven.co.uk



OUR LETTING AND MANAGEMENT SERVICE

Stage One

- ☑ Advice on suitability and rental value
- ☑ Arranging Energy Performance Certificate or providing advice in terms of how to improve the EPC rating where the rating is 'E' or below (and subsequently the property is illegal to let)
- ☑ Marketing through Midland Team offices
- ☑ Internet listing using the best property portals, including scriven.co.uk, teamprop.co.uk, onthemarket.com, rightmove.co.uk
- ☑ Newspaper Advertising (see charges schedule)
- ☑ Comprehensive mailing list
- ☑ Accompanied viewing service
- ☑ Insertion in the Letting Guide
- ☑ Hire of distinctive 'To Let' board
- ☑ Photo display in one of the largest display areas in the region

Stage Two

- ☑ Arrangement of Landlord's Gas Safety Check (excluding cost of check/test), if required
- ☑ Arrangement of NICEIC approved contractor's test (excluding cost of test and portable appliance test), if required

Stage Three

- ☑ Vetting of prospective tenants
- ☑ Ensuring tenants have the right to reside
- ☑ Assistance with compliance of other legal aspects including the installation of smoke detectors to each storey, carbon monoxide detectors, and water risk assessments
- ☑ Financial vetting of prospective tenants
- ☑ Preparation of Tenancy Agreement
- ☑ Preparation of Check-in Schedule of Condition incl. Photographic Survey
- ☑ Taking initial meter readings (if accessible)
- ☑ Ensuring the prescribed information in relation to the tenancy deposit and also the 'how to rent' checklist is issued

Stage Four

- ☑ Taking receipt of tenancy deposit on behalf of Landlord, held in accordance with the Terms & Conditions of the Tenancy Deposit Scheme (Insured Option)
- ☑ Setting up of Standing Order for payment of rent
- ☑ Implementing the Tenancy Agreement
- ☑ Notification relative to council tax
- ☑ Notification to water supplier
- ☑ Notification to utility companies
- ☑ Testing of smoke detectors on the tenancy commencement day

Stage Five

- ☑ Administration of Rent Collection
- ☑ Copies of current statements forwarded to advisors
- ☑ Rent review advice
- ☑ Administration of Landlord's Gas Safety Check renewals
- ☑ Administration of NICEIC Approved Contractor's Electric and Portable Appliance Test renewals
- ☑ Service of notice to terminate tenancy, if required
- ☑ Advice on property condition/maintenance considerations during routine inspections

Stage Six

- ☑ Check-out condition assessment
- ☑ Check-out meter readings taken
- ☑ Administration of return of deposit subject to the terms & conditions of the Tenancy Deposit Scheme (Insured Option)
- ☑ Notification relative to council tax
- ☑ Notification to water supplier
- ☑ Notification to utility companies

PLEASE CONTACT US TO ARRANGE A FREE OF CHARGE / NO OBLIGATION
RESIDENTIAL PROPERTY APPRAISAL
FOR LETTING PURPOSES AND TO FIND OUT MORE ABOUT OUR
COMPETITIVE SERVICES WHICH ARE **FLEXIBLE** TO SUIT YOU



RICS



onTheMarket.com

rightmove



Scriven & Co. Residential Lettings Department

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Department Opening Hours: Mon-Fri 9.15am-5.15pm, Sat 9.00am-12noon