



Letting property - the process

Letting out a house or flat can be a great investment, but there are a few things to look out for. We can help you find tenants, get the right price and manage the paperwork.

We've been letting property and managing flats and houses for 25 years, so sit back and let us take you through how it works.

Step 1: Ask several agents to pop round and value your property. When they're round, don't be afraid to ask their advice on prepping the property before it goes on the market.

We've found that when a place just feels right, the first few minutes are often all prospective tenants need to decide.

This means that making your property look its best could be the difference between a quick rental and a long slog with an empty house or flat on the market. Letting property doesn't have to be hard work.

Presenting to rent

Be objective – don't overlook flaws just because you don't mind them

Reduce clutter – get rid of everything but the bare essentials

Decorate neutrally – tenants should be able to see it as their home, not yours

Keep it light – clean the windows and use light colours to decorate

Outside and in – fresh paintwork and well cared for outside spaces make a great first impression

Step 2: Decide who you felt most comfortable with, who gave you the most confidence and who you want to go with.

A little research can give you an idea of what the right rent is for your house or flat. Ask yourself...

What's the going rate in your area? Check on Rightmove and with us in the office for similar properties

How much do you need to cover your mortgage and other expenses?

If you want a professional opinion on where to set your rent, get in touch with us and we'll value your property for free and without any obligation to use us for letting or management.

Step 3: Instruct the agent.

If you decide you'd like us to let your property, just give us a call and we'll arrange to come round and take details.

You'll deal with a team who know the area well. It's our job to know everything about your rental. We'll keep you up to date on letting your property, from who's interested in renting, to when tenants are looking round and what they think of the property.



Step 4: Get viewers in – the more the merrier!

We'll advertise your property on the web, in our offices and in print, making sure it gets seen by as many potential tenants as possible.

We'll show prospective tenants around on your behalf and we'll make sure it's convenient for you and for any current tenants. It's always best to show off a property in daylight, but evening viewings are no problem: we're open until 6.30pm. We can show people round at the weekend, too.

Step 5: Get a tenant who meets your criteria, have your agent reference them and get the paperwork done.

When you've found the right tenants and they've agreed to move in, there's some paperwork to be done before the tenancy can start. We'll take care of this and send all the documents to you and your tenants.

We call this stage "let agreed", and it starts with checking credit references. We'll request credit checks on your tenants, follow up references and when done, we'll draw up the tenancy agreement.

Finally, the inventory records the contents and condition of your flat or house at the point when your tenants move in. This can be done by you or us but it is very important that this is done to minimise the chance of dispute at the end of the tenancy.

Step 6: Take the deposit, get it registered with a government body and let the tenant move in.

Before the tenancy starts, we'll collect the deposit and the first rent payment on your behalf. As soon as this money clears, your tenants can move in.

Letting your property is now complete and you are now a landlord