

Residential Property Letting Services

Dear Sir or Madam,

Thank you for enquiring about our residential property letting and management services. To assist you with your decision this brochure includes the following:

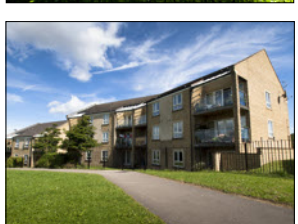
- **Details of the range of services we offer as part of our *Tenant Finding* and *Fully Managed* packages.**
- **Details of the property advertisement methods offered by Fairways.**
- **A brief resume of our letting procedure. We would of course wish to meet with you at the property to discuss this matter further and assist in catering for any of your own specific requirements.**

We hope that the enclosed information is of assistance to you but should you have any further questions please don't hesitate to contact us.

Yours faithfully,



Darren Copley
Lettings Manager
Fairways Property Management



Property Letting Services

At Fairways we pride ourselves on the personal, friendly and professional approach we take to every tenancy and with over forty years of experience in the residential property sector of Sheffield we understand what landlords require from their letting agent. Naturally, some landlords will want greater involvement in the management of their property than others and Fairways cater for this by offering two main service levels for residential property letting; Tenant Finding and Fully Managed.

	Tenant Finding Service	Fully Managed Service
A meeting at your property to offer advice on potential rental value.	✓	✓
Advice and assistance in preparing your property for rental.	✓	✓
Arrangement of an Energy Performance Certificate (EPC) if required.	✓	✓
Quality external and internal photographs arranged for marketing purposes.	✓	✓
Arrangement and booking of advertisement (see Section 2).	✓	✓
Accompanied viewings (unless otherwise instructed).	✓	✓
Full tenant vetting, credit search and comprehensive reference checking.	✓	✓
Preparation of an Assured Shorthold Tenancy Agreement.	✓	✓
Collection of the first month's rent and deposit.	✓	✓
Registration of the deposit with the Deposit Protection Service (DPS).		✓
Preparation of an inventory and schedule of condition.		✓
Registering tenant's details and meter readings with utility/service providers.		✓
Arranging a Landlord's Gas Safety Certificate (if applicable).		✓
Collection of the monthly rent by Standing Order.		✓
Monthly payments to landlords by cheque or BACS.		✓
Full quarterly statement.		✓
Acting as the tenant's direct contact for any query or problem.		✓
Instructing professional repair and maintenance contractors.		✓
Arranging for repairs or replacement of any defective appliances.		✓
Emergency call out where essential.		✓
Co-ordinating the end of the tenancy including checking the property and inventory with the tenant and liaising with DPS in the return of the the refundable Deposit.		✓

Costs: Tenant Finding: A single fee of £350 (+ VAT) is payable upon sourcing a new tenant acceptable to the landlord. This service is operated on a 'no let, no fee' basis*.

Full Managed Service: Our fee for fully managing your property would amount to 12.5% (+ VAT) of the rent collected. In addition, at the beginning of each new tenancy there is a set-up fee of £125 (+ VAT) which covers the initial administration work undertaken prior to start of each new tenancy.

**The cost of the EPC certificate and Landlord's Gas Safety Certificate is not included in either of the above options.*

Should you have any questions about our services or would like to discuss how we could cater for any specific requirements then feel free to contact our office on **0114 274 9999** or email us at **enquiries@fairways.uk.com**

Property Advertisement

The following advertising methods are used in the letting of all properties with Fairways.

Zoopla

Smarter property search

www.zoopla.co.uk

Online advertisement

Fairways

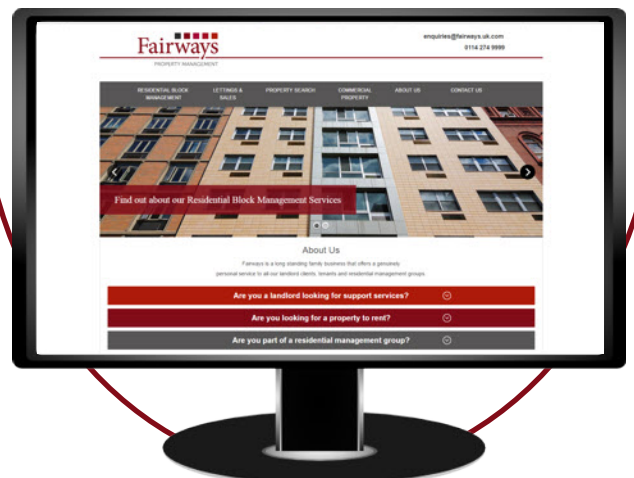
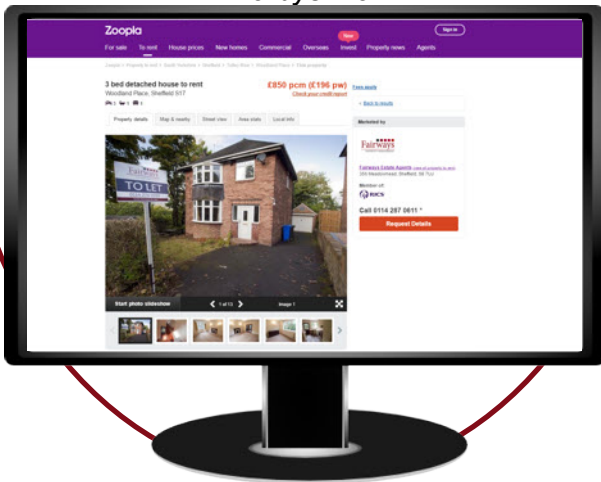
PROPERTY MANAGEMENT
LETTINGS & SALES

Fairways' Website

www.fairways.uk.com

Upload to the Zoopla online property portal, one of the UK's leading property websites. This also places your property on a range of other websites including *Prime Location*, *Sheffield Telegraph*, *Sheffield Star* and *Derbyshire*.

Upload to Fairways' new website, designed to be clear, informative and simple to use.



Fairways

PROPERTY MANAGEMENT
LETTINGS & SALES

Office Display Window

Placement of a full colour advert in our office display window.

Fairways

PROPERTY MANAGEMENT
LETTINGS & SALES

Garden Flag Board

Use of a garden flag board (if requested/suitable).



356 Meadowhead
Sheffield
S8 7UJ

Fairways

PROPERTY MANAGEMENT

TO LET

0114 274 9999

www.fairwaysestateagents.co.uk

3) Additional Information About Our Property Letting Procedures

Tenant Vetting: Any interested prospective tenants who are considered suitable will complete a full application form and provide details of at least two professional referees, confirmation of their employment and a landlord/agent reference if applicable. Copies of a recent bank statement and photo ID are also requested. A comprehensive credit report will be acquired based on the information provided. Housing benefit claimants, smokers and pet owners are usually discouraged unless otherwise instructed by the landlord. Whilst processing this information the Landlord will be informed of the progress of the application.

Completing the Paperwork with the Tenant: Once prospective tenants have been accepted arrangements are made for them to visit our offices to sign the tenancy agreement and complete all other associated paperwork. At this stage the first month's rent and deposit are collected in advance.

Ongoing Rent Collection: A standing order mandate is prepared and signed by the tenants and sent to the relevant bank or building society for future rent payments to be paid directly to Fairways' Clients Account.

Deposit Registration: A deposit equivalent to a month's rent plus £100 is collected at the start of all tenancies. Where the property is managed by Fairways all deposits are paid into the Deposit Protection Service's (DPS) custodial deposit scheme and will remain in their possession until the close of the tenancy. The deposit will only be signed-off for release from DPS after a final inspection has taken place and the premises are found to be in good order and the final rent has been paid. More information about the DPS scheme can be found at www.depositprotection.com or by ringing 0330 303 0030.

Utilities: Tenants will ordinarily be responsible for payment of council tax and all utilities provided to the property. At the beginning of the tenancy the council tax department and the suppliers of water, electricity and gas are notified by Fairways of the new tenants and all relevant meter readings are also taken and submitted. All telephone, internet or TV service accounts are set-up and administered by the tenant including closure of accounts and payment of final bills.

Communication: We act as the first point of contact for tenants and keep the landlord updated on any matters which warrant their attention or which would require their qualified decision.

Repairs and Maintenance: Fairways work closely with a team of reliable local trades people and suppliers which allows us to respond promptly and effectively to repairs, maintenance or defective appliances that require repair or replacement. Payment of any resulting invoices is generally arranged by Fairways with the amount being deducted from the rent collected. Naturally any work arranged by Fairways will be in accordance with any instructions provided by the landlord and any deduction would be itemised on the landlord's statement.

The above briefly summarise just some of the main aspects of our residential property letting service and so should you require any further information about our procedures or services then get in touch today.

www.fairways.uk.com