

Letting Your Property with

philip INDEPENDENT
ESTATE
AGENT
Jarvis



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Valuation & Appraisal:

At Philip Jarvis Estate Agent, we listen very carefully to your requirements as a Landlord and we value the long term relationship we build with you as our customer.

You will meet one of our professionally qualified Lettings Specialists at your property, who will:

- Advise you on how can maximise the rental return on your property investment & share with you what tenants are looking for.
- Provide you with a detailed insight in respect of the current lettings market.
- Assess your property in terms of safety & compliance.
- Help you to decide which of our range of services suits you best.

Philip Jarvis
Director
BSc(Hons)
MNAEA MARLA



To Let:

Trust the team at Philip Jarvis Estate Agent to take care of you and your property, going forward.

When we have received your instruction to market your property 'To Let' our team will spring into action and arrange everything such as:

- Your property brochure & social media marketing.
- Your 'To Let' board.
- Speak to our large database of prospective tenants looking for a property just like yours.
- Conduct viewings & diligently recommend appropriate tenants for you to choose from.
- Arrange any onboarding issues if you are moving from another agent.

What we will need from you:

- Photo ID & proof of address.
- A completed Property Questionnaire
- Proof of Ownership
- Energy Performance Certificate
- Signed Terms of Business
- Any previous Agent's contact details, if applicable.

Safety, Compliance & Property Fitness:

Our experienced team of in-house Lettings Advisors & Property Managers will get to know you and your property very well.

It is our primary concern to ensure you & your property are covered in terms of safety, compliance and how fit your property is, and remains, for purpose.

We will ensure all the constantly changing, rules and regulations are covered and any property maintenance issues requiring attention, are resolved prior to your tenants moving in.

We will help deal with contractors and any outstanding maintenance issues which need to be dealt with, prior to your new tenants moving in.

We will look at the:

- Gas Safety Certificate
- Electrical Report Installation Condition Report
- Legionnaire Risk Assessment
- Energy Performance Certificate
- Chimney Sweep Certificate
- Smoke & Carbon Monoxide Alarms
- Any HMO licences
- General condition & any maintenance issues

Marketing

When you are ready and the rental price has been agreed, we begin by creating a bespoke property brochure. We can also create a video tour of your property which can be used as part of our social media marketing plan.

We start by contacting our existing database of prospective tenants about your property. Over time, we have already built relationships with these people, we know what they are looking for and we have 'qualified' them as tenants.

In addition to this, your property will be marketed on major property portals including Rightmove & Onthemarket.

An interactive property brochure is also created to ensure prospective tenants have access to all the information they could possibly need, which even includes information such as which broadband providers operate in the area and the best local schools.

During the marketing of your property we feel it is vital to keep you fully informed and give feedback, so we will also be speaking to you on a regular basis to keep you updated.

What our Landlords say:

'They have always been professional, proactive and friendly. Advice when requested was always considered and useful. A good team that I would clearly recommend. Their local knowledge was obvious and useful. Always easy to contact.'



Viewings

We normally have an excellent response to our comprehensive marketing strategy and use a discerning approach when arranging and conducting viewings with any prospective tenants.

We have a 'tried and tested', friendly but thorough method of qualifying anyone wishing to view your property. We assess whether they are likely to pass referencing, suitability to your property and to your own personal preferences and check any special requirements they may have.

We treat your property as if it was our own and always ask ourselves, 'Would we welcome these prospective tenants into our own property?'

On the viewing we get to know your prospective tenants even further and we are continually assessing their proposition as your future tenants. As we show them around your property we will answer any questions they may have and collect any feedback we think you will find useful.

Putting People First



Accepting An Offer

We will report all offers on your property to you promptly, with a comprehensive analysis which will help you to decide which is the right tenant for you.

Ultimately, the decision is yours but we are here every step of the way to advise and guide you using our vast experience and knowledge, which will help you to make an informed decision.

When you have accepted an offer from a prospective tenant, our lettings team will agree a target check in day with you and your tenant and we will instigate the next step which is the referencing process.

We will also work closely with you to ensure any final preparations are complete on your property, in time for check in day.

We are here every step of the way!



Referencing & Tenancy Agreement

Although things may go a little quiet at this point, you can be reassured throughout this stage we are:

- Collecting a 'holding deposit' from your prospective tenant to secure your property. This will be held in our client account which is externally audited annually.
- Using a professional referencing company in addition to our internal referencing process, to ensure our high standards are adhered to and your tenant has a 'Right to Rent' in the UK in addition to further credit and identity checks.
- Communicating and assisting your prospective tenants throughout the referencing procedure, ensuring they are supplying all the correct documents required by the referencing company, promptly.
- Keeping you, as our Landlord, regularly updated with all developments and assisting you with any outstanding property maintenance issues.

When your prospective tenants have passed referencing, we will agree a provisional check in date between you and your tenants and send you securely, an online copy of your tenancy agreement via DocuSign.

Protection for
you..

arla | propertymark

PROTECTED

Property Preparation

Prior to your new tenants checking into their new home, a member of our lettings team will visit your property to conduct a thorough inventory.

This will involve taking extensive photographs to reflect the condition of the property just before the tenants move in, as well as a detailed written report on the condition of each room including all observations.

We find our inventories a valuable tool to have with us on future check out appointments, as we can compare the 'before' and 'after' condition of the property much more easily and help to protect your investment.

All legal certificates and compliance issues must obviously be completed prior to check in day and we will be there to assist and ensure this happens correctly.

*Nothing is too
much trouble!*

Philip Jarvis Estate Agent Ltd

Check In Day!

It's check in day for your tenants and here is an outline of what happens:

- A member of our lettings team will meet your new tenants in our office. We will go through the tenancy agreement with them, ask them to sign it, lodge their deposit with The Deposit Protection Service and ensure they are provided with all the essential legal documents they need and must have, prior to moving in.
- We will introduce the tenants to our Property Management team for any future property maintenance issues and property inspection visits.*
- We will meet the tenants at the property and walk them through the inventory and schedule of condition, before finally, handing over the keys!
- Our Administration team will ensure all utility companies and councils are notified of the new tenants, settle any outstanding invoices and ensure future rent payments are set up to be paid on time.

* If we are simply finding you a tenant only as opposed to managing your property for you, we will provide the tenants with your contact details for all future property issues and compliance concerns.

*A New Chapter
Begins!*

Property Management (Applies to our Fully Managed Services)

Our Property Managers are here to protect you and your asset from the moment your tenant checks into their new home. Together with our administration team, they will liaise with your tenant and yourself to ensure:

- Your investment is inspected regularly, maintained well, your tenants are happy and they are looking after your asset. It is also our aim to make sure any potential issues are recognised as early as possible to minimise any future costly expenses later.
- Your tenancy remains legally compliant at all times and we are here to handle any legal issues if they arise.
- Your tenant has access to our emergency support 365 days of the year so you never need to worry about having to sort out any tenant issues when at work, during weekends or on holiday.
- A troubleshooting service is also available to your tenant to help prevent and minimise costly contractor call-out charges, as much as possible.
- A reliable team of trusted and vetted local contractors are available to respond quickly and effectively to any property maintenance issues.
- Your rent is collected on time and you receive regular clear property statements of account. In the hopefully unlikely event your tenant falls into arrears for any reason, we will deal with those awkward conversations, manage the situation and chase for payment.
- You are regularly kept up to date with the ever changing lettings market and have regular rent reviews at the appropriate times.

Looking After You & Your Property....

Renewing A Tenancy

A few months prior to your tenancy agreement ending, we will contact your tenant and have a conversation with them in respect of their future plans.

If your tenant would like to stay or indeed move on, we will contact you to explain the situation and either:

- Potentially arrange for a new tenancy agreement to be issued and signed for a new term, or
- Discuss marketing conditions with yourself, your circumstances and compile a marketing plan to ensure any void periods are minimised. We will also, schedule any maintenance works and ensure any compliance checks are made prior to a new tenancy commencing.

All of this planning ahead keeps any gaps between tenancies and subsequently your rental income, to an absolute minimum.

*We are prepared &
proactive!*

Check Out Day

Even if your tenant has decided not to renew their tenancy for whatever reason, there will come a point in the future when your tenant will inevitably leave. At this point, we will:

- Arrange to meet your tenant at the property to carry out a 'Pre Check-Out' appointment. During this meeting we will discuss with the tenant, when the remarketing of your property will begin and also advise your tenant of any issues they may need to rectify prior to check out day e.g. make sure the oven is clean.
- Check your tenant out of the property and collect the keys. On check out day, we will carefully go through the inventory and schedule of condition and provisionally agree any further works which may require attention. If we have been managing your property, this is usually minimal due to the relationships we have built with you and your tenant during the course of the tenancy and the ongoing property management service which we have provided.
- Liaise with you and facilitate the release of the tenant's deposit.
- Deal with all utility companies and the local council.
- Schedule any maintenance works and ensure any compliance checks are made prior to a new tenancy commencing.

*Happily Ever
After....*

Reviewing Your Portfolio

Whatever the size of your property portfolio, whether you own one or one hundred properties, our expert and professionally qualified team at Philip Jarvis Estate Agent are here to offer guidance and advice on how you can maximise the return on your asset.

We offer regular reviews covering:

- Economic conditions affecting the lettings property market today
- Rental yield and income analysis with future projections
- Your future plans
- The condition of your property or properties & any potential maintenance

Following this review a plan of action can be formulated and we will make your business our business as we strive to help you achieve any future objectives you may have.

You can feel confident and comfortable knowing you and your property investment are being well taken care of by a diligent and dedicated team at Philip Jarvis Estate Agent.

Check it with us...
what is possible?

