




Lettings and Management

At Proctors we are partner driven and work in a close-knit community. The Petts Wood branch is the lettings administration centre for Petts Wood, Orpington, Bromley and the surrounding areas. As members of the Property Ombudsmen Scheme, we are bound by their strict rules of conduct and our Proctors team implements related services in house, providing you with a

We offer three service packages:

-  **Letting**
-  **Letting & Rent Collection**
-  **Letting & Management**



**“Not just local
agents but local
people too.”**

We provide client money protection via Client Money Protect



PROCTORS

WHY CHOOSE US?

-  Packages to suit your needs
-  100% in-house
-  75 + years' experience
-  Expert advice
-  Premium service
-  Up to date with legislative changes

There are many aspects to letting a property. Our aim is to make your life easier by helping you through the process- the regulations, tenant referencing, tenancy agreements, compliance and more.

At Proctors we're not just local Estate Agents, we're local people too. With a network of branches covering the London Borough of Bromley, as well as Shirley in Croydon, we'll be your personal guides to letting a property in southeast London and Kent.

Proctors Petts Wood
1 Fairway, Petts Wood, Kent BR5 1EF

01689 606666

pettswoodlettings@proctors.london



Looking to let? We have it covered.



Customer service is at the heart of everything we do, and with so many aspects to property management, our aim is simple – to make your life easier. Choose Proctors for a personal and professional approach for all your letting and management needs.

Our three landlord services incorporate the following:

Letting and Tenant Find

We will:

carry out a valuation of your property | market your property, including on national property portals | arrange an E.P.C | accompany prospective tenant viewings | tenant referencing | carry out initial Right to Rent checks | Tenancy Agreement and execution | Tenant Deposit & Protection administration at start and end of tenancy | issue serving Notices

Proctors Fees collected from the first month's rent, with full landlord responsibilities and obligations thereafter retained by the landlord

Letting and Rent Collection

We will also:

collect rent and forward to you | provide a monthly rent statement | carry out Right to Rent re-checks | chase late payments | keep you updated of any changes to legislation and compliance | forward chase Notices

Proctors collect a monthly fee until the tenancy has ended, which means we have an ongoing relationship throughout the tenancy

Letting and Management

We will also:

use trusted traders to respond to maintenance issues raised | provide day to day property management (in-house) | carry out a mid-term property inspection* | have direct contact with the tenant/s | carry out inventory check-in and check-out* | forward chase gas safety compliance | issue utility and Council Tax notifications | negotiate end of tenancy deposit | provide a key holding service* | carry out Smoke CMD alarm checks* | manage void periods* | arrange cleaning* | payment of outgoings | undertake private landlord Local Authority visits*

**extra charge payable*



“From finding your tenant, managing your property to understanding the legal bits; our aim is to make renting your property effortless.”



Service Package Fees

Letting

A fee of 12% including VAT (10% + VAT) of the total rent payable for the entire length of the tenancy as stated in the tenancy agreement, payable at the commencement of the tenancy.*

Letting & Rent Collection

A fee of 12% including VAT (10% + VAT) of the gross monthly rental income, paid monthly, for the entire length of the tenancy as stated in the tenancy agreement* including any extensions or continuations.

Letting & Management

A fee of 18% including VAT (15% + VAT) of the gross monthly rental income, paid monthly, for the entire length of the tenancy as stated in the tenancy agreement* and for any extensions or continuations. Please note that we DO NOT charge extra for arranging maintenance jobs, and we DO NOT add a fee to our contractors' invoices.

All fees are subject to VAT at the current rate

*Please see Terms & Conditions Ref. LET 108 prior to us taking your instructions

"Proctors offer three different service packages; from finding a new tenant to full property management, we can help."

SET-UP & ADDITIONAL CHARGES Including VAT

Tenant Referencing + Right to Rent Checks

Initial Let – to include tenant/occupier Right to Rent Checks - Per Tenant £60.00 incl. VAT
Subsequent references if required - Per Tenant £60.00 Inc. VAT
Subsequent Right to Rent re-checks if required - Per Tenant £60.00 inc. VAT

Tenancy Agreement (All)

Initial Let & subsequent renewals/new fixed terms **£180.00**

Tenant Deposit Protection

(Deposit protection and administration at commencement and end of tenancy) **£120.00**

Serving Notices **£120.00**

Continuations/Periodic **£60.00**

To confirm continuations/statutory periodic basis

In Agreement Admin Fee

(i.e. alterations/renegotiations/early terminations and change of tenant) **£120.00**

Renewal

To issue a further fixed term tenancy agreement charged to the equivalent of one weeks' rent plus VAT

Renewal – Example £_____ £_____ incl. VAT



INITIAL TENANT REFERENCING

We undertake stringent referencing to determine a tenant's suitability, to include credit check, employers and previous landlord references where appropriate. References are carried out by an independent company to ensure impartiality.

DEPOSITS

We take five weeks rent (rent under £50,000 per year) or 6 weeks rent (rent in excess of £50,000 per year). All deposits are passed to one of the government's Tenancy Deposit Protection Schemes.

IN-HOUSE MANAGEMENT

All lettings matters are dealt with in branch; we do not have a central call centre. Our teams are the first and last point of contact for all queries. Management, accounts/rent collection, legal matters and renewals are all arranged by our experienced and fully trained professional team.

SET-UP & ADDITIONAL CHARGES CONTINUED

Including VAT



Local Authority/Council Private Landlord Licencing (Managed Properties only)

Property Inspection

£60.00

Non-Resident Landlords

If the Landlord is not resident in the UK and we have to retain tax from rental income, we will charge an administration fee of £60.00 including VAT each quarter for tax retention and completion of the documentation required by the Centre for Non-Residents.

DISBURSEMENTS

The following services are in addition to the above and form the subject of an additional charge.

Energy Performance Certificate (EPC)

We can arrange for an assessor to carry out an EPC.

Obligatory for all rental property.

£85.00 No VAT payable

Gas Safety Certificate

Landlords' Gas Safety Checks are obligatory for all rental properties. We can arrange for a gas safety engineer to carry out a check for you. Installation of Smoke Alarms/Carbon Monoxide Detector.

Scale of Fees available on request

Management of Void Periods

Scale of Fees available on request

Check In and Out, Inventory and Schedule of Condition:

Letting and Letting & Rent Collection Service – optional.

Scale of Fees available upon request.

Electrical/PAT Testing

We can arrange for a check to be carried out by approved contractors.

Scale of Fees available upon request.

Cleaning

We can arrange for this service.

Scale of Fees available upon request.

Mid-term Inspections

Professional independent mid-term inspections.

£60.00

Obligator for Fully Managed properties.

REFERRAL FEES

When employing Rent4sure Ltd Referencing Company, we can receive rebates against their charges if tenant or landlords take out the following products:

- Tenants Liability Insurance - £14.11
- Landlord Direct Rent Protection - £50
- Tenants or Landlords Building and Contents Insurance - 20% of policy sold, typically £15 - £30
- Broadband or Utilities - £12.50

It is your decision whether you choose to deal with Rent4sure for these products and in making that decision, you should know that we receive the stated rebates.

WHERE TO FIND US

1 Fairway, Petts Wood, Kent BR5 1EF

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pettswood@proctors.london

Or chat to Proctors Homes on:

