



Lettings and Property Management Service

SERVICE LEVELS TAILORED TO SUIT YOUR EVERY NEED

WLEA Tenant Find Only
 WLEA Tenant Find Only +
 Rent Collection
 WLEA Individual +
 Portfolio Management

What's included

1	Initial visit to your property by an experienced Whatley Lane consultant			
2	Assessment of your requirements and presentation of a marketing strategy to suit you			
3	Discussion on rent level and advice on the legal and tax aspects of letting			
4	Energetic marketing through your local Whatley Lane office by specialist letting staff			
5	Enhanced marketing through Whatley Lane's branch network and London link with F.W.Gapp			
6	Prominent display on our website of multiple photos, floor plan & EPC			
7	Multi-listing with the very best property portals including <i>Rightmove, Zoopla & Primelocation</i>			
8	Your property instantly notified to applicants by telephone, text message and email matching			
9	Regular editorial and advertising by Whatley Lane in local and regional newspapers			
10	Viewings accompanied by a member of our local lettings team			
11	Negotiation of all terms of the tenancy agreement			
12	Comprehensive referencing procedure including a credit reference on your tenant			
13	The bespoke Whatley Lane tenancy agreement, constantly updated with the latest legislation			
14	Service of the correct legal notice as the tenancy end approaches, if required			
15	Negotiation by Whatley Lane of applicable new rent level if the tenancy is renewed			
16	Automatic re-marketing at least 1 month before the existing tenant leaves			
17	Continuing expert advice from Whatley Lane as necessary			
18	Property maintenance and emergency repairs carried out on behalf of the landlord			
19	Holding of the tenant's deposit, registering it with the DPS, and administration of its release			
20	Rent collection by standing order with rent transferred into your account electronically			
21	Printed annual statement for you and /or your tax advisor			
22	Whatley Lane transfers utilities and council tax at all changes of occupancy			
23	Bi-Annual inspections of your property, with photographs for reassurance or to spot developing issues			
24	Negotiation of the deposit allocation, and handover to the DPS, should this become necessary			
25	Whatley Lane maintain your property using selected skilled, proven contractors also experienced in refurbishment			
26	Annual Property Appraisal meeting on-site with office manager, at your request			
27	Swift results driven end-of-tenancy dispute resolution procedures in the event of such arising			
28	Project management of the sale of your property via our Sales consultant			
29	Inventory/Schedule of Condition carried out by Whatley Lane specialists + check-in/check-out of your tenant *			
30	Landlord Building & Contents Insurance *			
31	Landlord Rent Guarantee Insurance *			

*available at all service levels, please ask about additional cost implications.

Please note that the information contained in this note is up-to-date as at January 2018. It is only intended to provide general information regarding the services we offer and Whatley Lane reserves the right, if required, to modify or amend the services offered.