



Rental Services - Landlord's Guide

-  Full Management Service
-  Tenant Introduction Service
-  Tenant Introduction plus Rent Accounting
-  Project Management

*As per legislation, all fees stated are **inclusive** of VAT.*





The Bath Property Shop offers a professional letting and management service for residential property in and around the World Heritage City of Bath. Since 1996, this independently owned and run company has established a solid reputation for its knowledgeable and successful management of residential tenancies. Above all, we offer you a professional, friendly and personal service.

Whether you own just one property or a portfolio, if you are in any doubt about whether or not you are making the most of your property, or simply looking for a new tenant, The Bath Property Shop is here to help you. We're just a phone call away.

The Bath Property Shop is conveniently situated in the busy Widcombe Parade, within easy walking distance of the mainline railway station, bus terminus and city centre. On street parking is also available along the parade.

All rental properties are listed on Rightmove, Zoopla, OnTheMarket and Prime Location.

If you would like to discuss the marketing of your property on a no obligation basis then please call us on: **01225 464400**

For Your Peace of Mind

We are proud of our professional, friendly and personal service. To provide you with complete peace of mind, The Bath Property Shop confidently offers you the highest level of integrity and professional service backed by our approved agency credentials:

- Member firm of the Association of Residential Letting Agents - Propertymark
- Endorsed by the National Approved Letting Scheme
- Professional Indemnity and Public Liability Insurance
- Bonded Client Money Protection
- Members of the Tenancy Deposit Scheme
- Member of the Ombudsman for Estate Agents

Full Management Service

This service is commonly used by the busy landlord who would prefer The Bath Property Shop to deal with their tenants. Leaving all matters in our capable hands, we will do everything that is necessary to make your property a safe and pleasant home for your tenant, keeping you informed as matters progress.

We will be responsible for all matters from introducing the tenant into the property, to the continued smooth running of the tenancy throughout its term, to remarketing the property again to avoid gaps in your rental income.


- ✓ **MARKETING YOUR PROPERTY** - As your agent providing this service, once we have assessed your property and received your instruction we will market it to let.
 - **Advertising** - We advertise on all the major websites and property portals, including our own at www.bathpropshop.co.uk.
 - **Shop front** - We have a dedicated shop front located with good foot traffic and your property would be displayed in our window in full colour with high quality photographs.
 - **Relocation companies** - We are known to a number of local and national companies and are regularly used by relocation agents.
 - **Property brochure** - We provide a full-colour property brochure to prospective tenants on viewings, keeping your property fresh in their minds when it comes to making a decision.
- ✓ **TENANT VETTING** – Finding the right tenant for your property is our number one priority. For this reason, prospective tenants undergo a strict vetting process. We will be completely honest with you every step of the way and each negotiator is happy to provide feedback and advice.
 - **Accompanied viewings** - All persons interested in your property will be accompanied on all viewings with a dedicated, experienced negotiator.
 - **Feedback** – Each negotiator is more than happy to feedback on their experiences with prospective tenants to the Landlord.
 - **References** will be applied for from a previous Landlord, their Employer and a Character reference.
 - In addition to the references, a **Credit Check** completes the robust, Tenant Vetting procedure.
- ✓ **PRE-TENANCY STEPS** – When the right tenant has been found, there are a few steps taken to ensure the move in goes well, as well as ensuring your interests as a Landlord are looked after.
 - **Prepare a full inventory** – we arrange for a full inventory of the property and its contents to be compiled, prior to the commencement date of the tenancy *(separate charge). This includes a detailed write up, with colour photographs kept on file.
 - **Full check-in procedures** – This includes the preparation and witnessed signing of the Tenancy Agreement.
 - **Deposit** – A deposit of five weeks' rent is taken and registered with a regulated and approved body.
 - **Meter readings and utilities** – Meter readings will be taken and accounts transferred into the name of the new tenant.

- ✓ **RENT COLLECTION & ACCOUNTING** – The first month's rent collected from the tenant will be accounted to you on day of move in. We will set up a standing order for future rent payments into your designated bank account. We also arrange the following:
 - **Rent & statements** - Collection of all subsequent rent payments and forwarding to you a monthly summary statement.
 - **Year end statement** - At the year end, on your request, supplying a detailed statement to either yourself or tax adviser incorporating any additional expenditure you may have incurred throughout the year - essential for hassle free accounting to the Inland Revenue in assessing tax due on taxable rental income.
 - **Tax admin** - Ensuring the correct administration of any tax scheme that you are liable to as a result of being non-resident in the UK.
 - **Arrears** -Notifying Tenants in writing of any rent arrears and demanding rent arrears.
 - **Deposit return** - To return the deposit to the Tenant, when we are satisfied that all outstanding issues have been resolved in accordance with The Tenancy Deposit Scheme guidelines.
 - **Rent review** - In addition to the above we would review the rent annually and notify you of any rent increase.

- ✓ **MAINTENANCE & SAFETY ISSUES** – We will look after all the day to day running of your property and ensure all aspects of maintenance and safety regulations are kept up to date.
 - **Gas Safety** - The annual renewing of the Landlord's Gas Safety Record. We would report to you any remedial work required and arrange said work.
 - **Electrical Safety** - The annual electrical safety check of the property appliances by an electrician approved by the NICEIC or employed by statutory Electricity Company.
 - **Regular Property Inspections** - Regular property inspections to satisfy ourselves of the property's condition under the tenancy.
 - **General Maintenance** - Dealing with every further aspect of the tenancy and property. Any maintenance problems will be directed to our office. We supply two emergency contact numbers to ensure that tenants always have a way of contacting us in the event of a real emergency 24/7.
 - **Notice** - Receiving and giving any notice by either you or your tenant including a notice to quit**(separate charge)
 - **Full check-out** - At the end of the tenancy to check the tenant out of the property with the inventory, changing utility accounts and Council Tax into the next Tenant's name.

As an agent appointed to manage your property affairs we shall always act in your best interests.
 As maintenance problems arise they will be dealt with quickly and efficiently by approved contractors.
We do not receive a commission from any contractor in arranging works.

Full Management Service

 Bath Property Shop Full Management Service	14.4% of monthly rent (UK Residents) 15.6% for overseas Landlords
Tenancy Set Up Fee	£360 (for 1-2 adult tenants) £540 (for 3 or more adult tenants)
*Charges based on property size, price list available	
**Separate charge for hand delivering and issuing a notice	£90


Tenant Introduction Service

For the hands-on Landlord who is happy to manage their own property. The Bath Property Shop will quickly find you new tenants and thoroughly vet them. We will still take care of the Tenancy Agreement and register the deposit so that you can be sure your interests are well looked after.

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 - In addition to the references, a **Credit Check** completes the robust, Tenant Vetting procedure.
- ✓ **PRE-TENANCY STEPS** – When the right tenant has been found, there are a few steps taken to ensure the move in goes well, as well as ensuring your interests as a Landlord are looked after.
 - **Full check-in procedures** – This includes the preparation and witnessed signing of the Tenancy Agreement.
 - **Deposit** – A deposit of five weeks' rent is taken and registered with a regulated and approved body.
 - **Meter readings and utilities** – Meter readings will be taken and accounts transferred into the name of the new tenant.

The first month's rent collected from the tenant will be accounted to you. We will endeavour to set up a standing order for future rent payments into your designated bank account.

Tenant Introduction Service


 Bath Property Shop Tenant Introduction Service	90% of first month's rent
Preparation of Inventory (optional)	Charges based on property size
Charge for hand delivering and issuing a notice	£90

Tenant Introduction plus Rent Accounting

You may wish us to introduce a tenant into the property and collect rents as they fall due, but would still like to deal with the day to day running and maintenance at the property. In the main therefore, this service is essentially the same as our Tenant Introduction Service, but additionally we will be responsible for the rent collection and accounting for the property as well.

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 - **Deposit return** - To return the deposit to the Tenant, when we are satisfied that all outstanding issues have been resolved in accordance with The Tenancy Deposit Scheme guidelines.
 - **Rent review** - In addition to the above we would review the rent annually and notify you of any rent increase.

Tenant Introduction plus Rent Accounting

 Bath Property Shop Tenant Intro & Rent

9.6% of monthly rent (UK Residents)

Tenancy Set Up Fee

£360 (for 1-2 adult tenants)
£540 (for 3 or more adult tenants)

Preparation of Inventory (optional)

Charges based on property size

Charge for hand delivering and issuing a notice

£90

Project Management

Designed, by demand, for the Landlord who does not have the time to dedicate to renovation and upgrading projects. This service is tailor made to suit your needs. When a property is vacant, the landlord is losing valuable rental income; our job is to ensure the property is only vacant between lets for the shortest period possible, if at all. In the case of a property requiring an upgrade or a major renovation, time is of the essence. Experience has shown that if we manage the project, we reduce the vacant period considerably.


We arrange the following:

- During the outgoing Tenant's notice period, we inspect the property and make our recommendations.
- We request that you accompany us on an inspection, if possible (if overseas we send you a report with detailed photographs) to discuss the details.
- We gather competitive quotations from contractors and forward to you with a work plan and time scale for the completion of the work involved.
- We are able to organise the contractors to start work immediately upon the outgoing tenant's vacating, once again saving valuable time.
- We oversee the work and keep you informed as to the progress, if you so wish.
- We are able to start marketing the property prior to completion, when we consider the property safe and presentable to view.
- If the property has a garden, we use this time to assess if there is any tree surgery required and make the necessary arrangements.
- We organise professional cleaners to complete the job.

We do NOT receive a commission from any contractor in arranging works.



We have a selection of different contractors, painters, carpenters, plumbers, electricians, roofers, gardeners and general handymen whom we use on a regular basis. They have been tried and tested and found to be courteous, reliable and most importantly their charges are a fair market price.

Project Management

 Bath Property Shop Project Management

12% of total cost of works

General Information

-  As per legislation, all fees stated are **inclusive** of VAT.
-  You should note that for our 'Full Management Service' and our 'Tenant Introduction plus Rent Accounting Service', we endeavour to collect all rent by standing order. In the event a standing order fails, although we shall endeavour to collect the arrears as soon as possible, we are not permitted to use the deposit as a rental payment. This will mean that you will not receive rent on the rent day - it may be several days after the rent day before we post out the rent. Accordingly, in all cases we cannot accept responsibility for your account becoming overdrawn where we can show that rent was not received or it was delayed in whole or in part by the tenant.