

## What's included...?

<b>Pre Tenancy</b>	Initial visit to your property by your local energetic Whatley Lane letting expert		
	Assessment of your requirements and presentation of a marketing strategy tailored to your needs		
	Discussion on rent level and advice on the legal and tax aspects of letting (explore our <a href="#">tax guide</a> )		
	All-inclusive marketing through Whatley Lane's branch network and London link with F.W.Gapp <sup>Est-1904</sup> *		
	360 degree virtual tour, in effect creating a 24/7 immersive 'Open House' viewing experience *		
	Landlord setup + prominent display on our website of professional studio enhanced photography + floor plan *		
	Curated listing on the No. 1 property portal and window to the world: <i>Rightmove</i>		
	Your property instantly notified to live applicants by telephone, sms or email matching		
	Editorial and advertising by Whatley Lane in local and regional newspapers & The Lane magazine		
	Viewings accompanied by a member of your local lettings team, 6 days a week and 'By Appointment' Sundays *		
	Negotiation of all terms of the Tenancy Agreement, including specialist USAF and corporate relocation clauses		
	Comprehensive referencing procedure, including robust credit checks on your tenant or company let *		
	Bespoke Whatley Lane Tenancy Agreement, constantly updated in line with many regulatory legislative changes		
	Arrange any recommended pre-Tenancy works (carpet and general cleaning, gas safety checks & energy assessment) *		
	Inventory/Schedule of Condition carried out by a member of the Association of Independent Inventory Clerks (AIIC)	££	££
	Collect and register Damage Deposit with the Deposit Protection Service (DPS) *		
Comply with NRL & HMRC requirements *			
Whatley Lane Transfers utilities and council tax at all change of occupancy at the start and end of tenancy <sup>†R#</sup>			
Allow a tenancy to move to a 'Periodic' basis *			
<b>Tenancy</b>	Service of the correct legal notice (e.g. Form 6A, Section 8 and/or Section 13) as the tenancy end approaches (if required) *		
	Rent collection by standing order with rent promptly transferred into your account via BACS payment *		
	Produce monthly and annual tax statements of income and expenditure for you / or your tax advisor *		
	A dedicated Accounts Administrator to chase rent & manage arrears *		
	Bi-annual Management Inspections of your property by a dedicated Property Manager compiling reports on developing issues *		
	Whatley Lane maintain your property using carefully selected, local and proven contractors also experienced in refurbishment *		
	Property emergency and energy repairs carried out on behalf of the landlord		
	Holding of keys and providing Tenants with an out-of-office hours emergency support line		
	Continued expert advice from Whatley Lane (as necessary)		
	Access to an Association of Residential Letting Agents (ARLA) approved legal advice helpline *		
	Manage the eviction process via solicitor including all required notices *		
	Serving of the correct legal notice (e.g. Section 21) as the tenancy end approaches (if required) *	£120	
	Whatley Lane deal with changes in the Tenancy Agreement (including renewals)	£60	
Annual Property Appraisal meeting on-site with office manager (at your request)			
<b>End/Post Tenancy</b>	Conduct detailed end of Tenancy inspection & Inventory reconciliation *		
	Negotiate with Tenants regarding the return of the Damage Deposit *		
	Prepare & submit paperwork to DPS scheme in the event of a dispute arising over the Damage deposit *	£120	
	Automatic re-marketing at least 1 month before the existing tenant leaves, including Rent Review		

\* services which other Agents don't offer or for which they will typically charge an additional fee.

££ available at both service levels. Inventory price will range from £75 - £200. Price depends on number of bedrooms and if furnished or unfurnished, or as otherwise stated in advance. Please enquire at your nearest branch about additional cost implications.

<sup>†R#</sup> Notification service may be provided by third party