

THOMAS JAMES

Letting Agents

01503 264677

www.thomasjameslettings.co.uk
enquiries@thomasjameslettings.co.uk

INFORMATION FOR LANDLORDS



The aim of this booklet is to explain the process of letting your property and how we can help you to do this.

We have tried to include everything and hopefully answer any questions or concerns that you may have, however you may well require further information on some of the content.

We hope you find this useful and please rest assured that we can make this process stress free and simple on your behalf.

Please do not hesitate to contact us if you wish to discuss anything further and we will be happy to help and offer advice.

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Welcome to Thomas James...

Thomas James letting agents based in the Looe, Liskeard and surrounding area of South East Cornwall are a family run independent letting agents offering property to let in the Cornish towns and villages including Looe, Downterry, Polperro, Pelynt, Duloe and Liskeard as well as all other surrounding country and coast locations.

The fact that we are the only dedicated Letting Agents in Looe means that we concentrate all our efforts into residential lettings ensuring that we offer an unrivalled level of service to our Landlords, with the knowledge to guide you through every step of the process and the experience to deal with any unexpected or untoward occurrences.

Everything we do is aimed at giving you the complete peace of mind that your property is being looked after as if it were our own. If you require assistance regarding any matter, contact us now. We will be pleased to help.



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What we do . . .

We offer a friendly and professional service that aims to give you complete peace of mind in the knowledge that your property is being managed to the highest standard.

We will ensure that you are compliant with all safety legislation and that all relevant documentation is in place to enable us to proceed with marketing your property.

We will market your property using our website, national internet search engines, local press and traditional "To Let" boards.

Upon finding you a tenant we will carry out in depth credit checks and referencing using a reputable third party.

The company who carry this out for us are so confident in their service that they will offer our Landlords a six month rent and legal costs guarantee.

Prior to any tenants moving in we will draw up a Shorthold Tenancy Agreement which will be signed by all parties, carry out an Inventory at the property and inform all utility companies and the local council of meter readings and the tenants details.



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We will secure a deposit, usually equal to one months rent, which will be held in a deposit account and registered with the Tenancy Deposit Scheme as required by Government legislation.

We issue all our tenants a Tenant Information Pack ensuring that they are aware of their responsibilities and best practices in the care and maintenance of your property.

We carry out regular inspections of all our properties to ensure that they are being maintained to standard and to ascertain if there are any issues that require attention. You will receive a written report to confirm this.

We will inform you immediately of any maintenance issues that are brought to our attention and can arrange contractors to provide quotes and carry out any work on your behalf.

If we are unable to contact you and there is an emergency situation we would take it upon ourselves to carry out any necessary work to ensure the safety of your tenant and to protect your property from any further damage, this will always be carried out in your best interest and completed as economically as possible.

It is important that if you are going away for even a short time that you provide us with contact details.



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Our fees. . .

WE DO NOT CHARGE OUR LANDLORDS A "SET UP" FEE

We offer two levels of service as follows:

Tenant Finding

Free valuation of your property, advice on rental value, current legislation and any work that may be required prior to letting.

Organising Gas Safety Certificate, EPC and any other legislation.

Marketing the property and conducting accompanied viewings.

Carrying out referencing to include credit checks, previous Landlord checks, right to rent checks and affordability checks on prospective tenants.

Obtaining and protecting deposit in government approved scheme.

Drawing up the tenancy agreement and all necessary administration.

Our fee for this service is 12% of the first six months rent with a minimum payment of £450.00 with no VAT

Fully Managed

Everything above plus:

Collection of rent in advance and issuing monthly Management Statement.

Periodic inspections of the property including a written report of findings.

Dealing with all maintenance issues at the property and arranging contractors.

Liaising with tenant and Landlord.

Renewing tenancy agreements and serving notice if required.

Our fee for this service is 12% of each months rental payment with no VAT

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We hope that you have found this information helpful



If you would like to discuss anything further please do not hesitate to contact us.

As Looe's only dedicated Letting Agents we will be only too pleased to help.

Telephone: Andy or Amanda on 01503 264677

Email: enquiries@thomasjameslettings.co.uk

Website: www.thomasjameslettings.co.uk

