



Let Only Service



Prospectus

Butlin Property Services

email: lettings@butlinps.co.uk

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Leicester Office

0116 274 5778

40 Howard Road
Clarendon Park
Leicester LE2 1XG

Loughborough Office

01509 264870

5 Leicester Road
Loughborough
LE11 2AE





Let Only Service

1 Do you want to Deal with a Professional & Accessible Company?

Butlin Property Services is a well established independent company that specialises in the letting and management of residential property, including the management of leasehold apartments and flats.

The company delivers services from its offices in the popular Clarendon Park area of Leicester and Loughborough and has an excellent knowledge of the local property investment market.

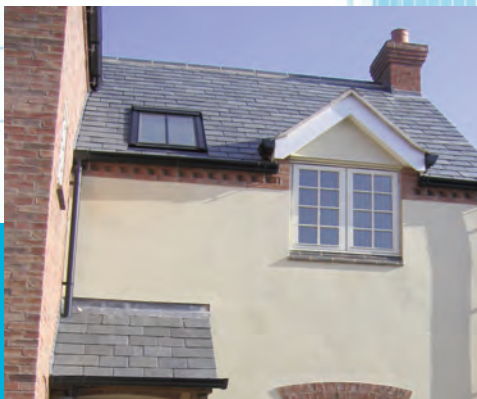
At Butlin Property Services you will deal with qualified staff with the expertise and experience to deal with all aspects of the management of your property.

Butlin Property Services have established an excellent reputation with relocation agents and local companies who know we can provide a high level of service to their staff.

Butlin Property Services manage a substantial portfolio of student houses and apartments and have strong links with the local universities.

A high service ethic is the key to corporate, professional and student letting. The success of our business is that we are able to offer owners of good quality investment properties a high standard, cost-effective service.

The fact that a substantial proportion of lettings are achieved by recommendation from previous tenants is evidence of our high service standards and customer orientated service.



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2 Comprehensive Letting Service

i Advertising and Promotion

A proper level of expenditure is given to promotion and marketing:

- Internet advertising on top commercial websites include rightmove, Propertyfinder, and Gumtree
- Relocation agencies and local companies receive regular property updates via email as well as regular networking
- The company owned websites www.butlinps.co.uk and www.StudentAc.com provide full vacant property details
- Eye catching 'To Let' boards
- Accreditation of student properties with the local universities and on campus promotions

ii Finding and Vetting Suitable Applicants

- Tenants are found to suit your criteria from our own registration lists and from advertising
- We use a combination of the services of professional referencing companies to and our in house checks to verify the status of the prospective tenant
- Parental guarantors are obtained for all student applicants

iii Preparation and Execution of Tenancy Agreements

- We will prepare the necessary Tenancy Agreements after consultation with you. *The tenancy will be an Assured Shorthold Tenancy unless stated otherwise
- In the case of Company Lets we prepare an appropriate Company Let Agreement



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iv Assessment of Rent

We will advise you of the level of rent and deposit which it would be reasonable to charge taking into account the property size, location and condition, and average rent levels charged within the locality for similar properties.

3 Inventory

A full, detailed inventory will be taken of the contents and condition of the property to be prepared before the tenant takes up occupation. Meter readings are taken at the beginning of a tenancy and the utility companies are advised accordingly. Where appropriate, the local authority is advised in writing of the new occupiers of your property.

4 Associated Services

a) Landlord Buildings & Contents Insurance

Butlin Property Services have negotiated a Specialist Landlord Buildings & Contents Insurance policy with a leading insurer at discounted rates through UK Landlord Insurance Service. For an online quote visit www.landlordinsurance.uk.net

b) Butlin & Young Financial Services Ltd

Butlin & Young Financial Services Ltd offer independent Buy to Let Mortgage advice, and general financial advice and guarantee to find the most competitive products for our clients. For more details visit www.butlinandyoung.co.uk



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5 Standard Service Charges

Finders Fee	£150.00 + VAT
Letting Only	£350.00 + VAT
StudentAc.com Advert	Free of Charge
Inventory Service	£120.00 plus VAT
Associated Services	On application
Tenancy Deposit Scheme	£45.00 plus VAT



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