



Lettings & Property Management



# Prospectus

**Butlin** Property Services

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# Butlin Property Services



**Leicester Office**

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40 Howard Road  
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Leicester LE2 1XG

**Loughborough Office**

01509 264870

5 Leicester Road  
Loughborough  
LE11 2AE





# Lettings & Property Management

## 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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[www.StudentAc.com](http://www.StudentAc.com)

[www.butlins.co.uk](http://www.butlins.co.uk)

[www.landlordinsurance.uk.net](http://www.landlordinsurance.uk.net)



## 2 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.butlins.co.uk](http://www.butlins.co.uk) and [www.StudentAc.com](http://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

## 3 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

## 4 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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## 5 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.

## 6 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.

At the end of the tenancy properties are inspected and any damage found to be beyond fair wear and tear is charged against the tenant's deposit.

## 7 Tenant Satisfaction

We make sure your new tenants receive an excellent service from dealing with Utility readings and Council Tax registration to providing useful information regarding the property including:

- emergency call out numbers
- helping to arrange additional services required by the tenant such as laundry and cleaning services
- arranging for telephone lines and parking permits to be transferred to the new tenant's name if requested

This high level of professional service is maintained throughout the duration of the tenancy, and is the key to successful, continuous letting.

## 8 Inspection Visits

All properties managed are subject to regular inspections to check their condition including cleanliness, garden maintenance, and the way in which the tenancy is being conducted generally.



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## 9 Rent Collection

At the start of the tenancy the agreed deposit and one months' rent will be taken from the new tenant/s.

The rent is usually collected on a per calendar month basis by bank standing order, payable in advance. Rent paid will be forwarded to you within 7 working days of collection by BACS transfer if appropriate.

An itemised Statement of Account and Invoice highlighting all receipts and expenditure for each property will be forwarded to you each month.

## 10 Enforcement of Tenancy Conditions

In the rare eventuality that a breach of the conditions of tenancy occurs, immediate action will be taken to prevent problems developing further. However, if it is necessary to enforce the conditions of tenancy through court action we will prepare the relevant documents and liaise with your solicitor.

## 11 Repairs & Maintenance

Butlin Property Services are happy to organise necessary repairs and maintenance to your property using tradesmen nominated by yourself. Butlin Property Services also offer a professional and effective repairs and maintenance service.

It is important that repair services are carried out professionally and quickly to maintain tenant satisfaction and to safeguard your property.

A Landlord's authority is sought before carrying out a repair, unless otherwise agreed. We do however obtain an automatic authority for repairs up to £150 required in the event of an emergency or to meet statutory requirements.



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## 12 Associated Services

We are happy to assist with:

- Financial and valuation reports in support of property purchase
- The identification of suitable investment properties, including Land Registry Title Searches and negotiating the purchase of such properties
- Buy to Let and Portfolio mortgages

## 13 Standard Service Charges

Full Property Management	10% of rental income + VAT Relet fee of £175.00 + VAT
Repair Administration	5% of cost (maximum of £40.00)
Project management over £1,000.00	by agreement
Finders Fee	£150.00 + VAT
Letting Only	£350.00 + VAT
StudentAc.com Advert	Free of Charge
Reports & Renewals	From £50.00 + VAT
Associated Services	By Agreement



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## 14 Landlord Buildings & Contents Insurance

The landlord is responsible for both buildings insurance, and contents insurance for those items supplied by the landlord. The tenants are responsible for arranging insurance cover on their personal belongings only.

UK Landlord Insurance Services, a trading name of Butlin Property Services and Butlin & Young Financial Services Ltd, has arranged a Block policy for landlords Buildings and Contents Insurance with one of the leading insurance companies. The block policy includes large portfolio investors and leasehold apartments and commercial premises. It has therefore been possible to negotiate substantial discount on the standard premium rates.

All properties on the block policy will benefit from comprehensive insurance cover:

- All risks policy [i.e. including accidental damage]
- £100 excess on standard claims
- £5,000,000 Property Owners Liability insurance
- 90 days empty property cover
- Loss of rental income through an insurable risk and costs relating to alternative accommodation



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