



# butlin

PROPERTY SERVICES



# Prospectus

Lettings &  
Property Management

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**We understand how important it is to achieve the maximum rental yield for landlords, avoid vacant periods and provide a dedicated and professional service for a landlord's piece of mind.**



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# Why Use Butlin Property Services?

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.

Accessible offices in the popular Clarendon Park area of Leicester and Loughborough

Excellent knowledge of the local property investment market

Qualified staff with the expertise and experience to deal with all aspects of the management of your property

All of our lettings team are trained through ARLA

An excellent reputation with relocation agents and local companies providing a high level of service to their staff

Butlin Property Services manage a substantial portfolio of student houses and city apartments

A high Service ethic is 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.

## Benefits of Full Management

Our full management service ensures that every aspect of the lettings process is dealt with efficiently and cost effectively on your behalf.

At Butlin Property Services our ARLA trained management team will manage issues of compliance and undertake all matters of repairs and maintenance on your behalf.



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# Advertising and Promotion

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

- Internet advertising on the top commercial websites including Rightmove, Zoopla and butlinps.co.uk
- Relocation agencies and local companies receive regular property updates via email as well as regular networking
- Eye catching 'To let' boards

## 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 and our in house checks to verify the status of a prospective tenant
- Parental guarantors are obtained for all student applicants

## Preparation & Execution of the Tenancy Agreement

- 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
- Where the same tenant wishes to renew a tenancy there is no charge to you for this

## 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.

## Inventory

A full, detailed inventory will be taken of the contents and condition of the property, prepared before the tenant takes occupation.

Meter readings are taken at the beginning of a tenancy and 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 tenants deposit.

## Inspection Visits

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

## Tenant Satisfaction

We ensure your new tenants receive an excellent service from dealing with utility readings and council tax registration to providing useful information regarding the property.

## 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 10 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.

## 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 the tenancy through court action we will prepare the relevant documents and liaise with your solicitor.

## Repairs and 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 £250.00 required in the event of an emergency.

# Service Levels

We offer you the service you need. Not all landlords need a fully managed service. We have developed a number of services that can be utilised by landlords as you require them.

Service Feature	Let Only	Let and Rent Collect	Fully Managed
Free valuation and advice to maximise your income	✓	✓	✓
Arrange Energy Performance Certificate (EPC)	✓	✓	✓
Take exterior and interior marketing photographs	✓	✓	✓
Upload details & photographs to company & major property portals	✓	✓	✓
Erect To Let board where appropriate	✓	✓	✓
Include to Company & University lists as appropriate	✓	✓	✓
Vetting of Prospective tenants	✓	✓	✓
Accompanied viewings	✓	✓	✓
Recommendation of prospective tenants	✓	✓	✓
Full tenant referencing including detailed credit checks	✓	✓	✓
Provide a quote for landlord buildings & contents insurance	✓	✓	✓
Undertake all issues of compliance	✓	✓	✓
Prepare appropriate Tenancy Agreement & Notices	✓	✓	✓
Prepare detailed inventory	✓	✓	✓
Collect security deposit and protect with TDS	✓	✓	✓
Collect first months rent (Cleared funds) in advance	✓	✓	✓
Arrange bank standing orders for future rent payments	✓	✓	✓
Collect rent on a monthly basis held in a Bonded Client Account		✓	✓
Chase late rents with early alerts to the landlord		✓	✓
Transfer rent via internet banking less agreed fees and expenses		✓	✓
Provide detailed monthly statements		✓	✓
Deal with tenants repairs and maintenance queries and advise landlord			✓
Deal with all repair & maintenance issues & remedial works as instructed			✓
Manage all emergency work			✓
Regular routine property visits			✓
Carry out end of tenancy inspection & deal with any works arising			✓
Deal with any deposit disputes on behalf of the landlord			✓
Recommend refurbishment to maximise rental income			✓
Propose rent increases			✓
Serve notice to regain property			✓

## 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.**

## Compliance Issues

**We will advise you of your statutory duties in respect to issues such as Gas Safety, Electrical Equipment, Furniture & Furnishings, Fire & Smoke Detectors, Carbon Monoxide Detectors and Energy Performance Certificates.**

## Tenancy Deposit Scheme (TDS)

**All tenants deposits must be held within a government approved scheme. We can hold the deposit for your tenant and return this at the end of the tenancy once you have resolved any disputes.**

## Landlord Buildings & Contents Insurance

**The landlord is responsible for both buildings insurance, and contents insurance for those items supplied by the landlord.**

**Through our economy of scale we have arranged competitive insurance policies for our landlords with leading insurers.**





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