

# PROSPECTUS

Lettings & Property Management



**butlin**  
PROPERTY SERVICES

**Lettings & Property Management**  
Leasehold Block Management



# Contents

- Why use Butlin Property Services?
- Benefits of full management
- Advertising & promotion
- Finding & referencing
- Preparation & execution of tenancy agreement
- Assessment of rent
- Inventory
- Inspection visits
- Tenant satisfaction
- Rent collection
- Enforcement of tenancy conditions
- Repairs & maintenance
- Service levels
- Associated services
- Landlords buildings & contents insurance



**“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.”**

arla | propertymark

PROTECTED



# 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 Birstall.
- 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.
- Accredited member of ARLA Propertymark Butlin Property Services manage a substantial portfolio of property ranging from contemporary city apartments and student houses to larger family homes.

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.

## Benefits of Full Management

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

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



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

# Advertising & Promotion

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

- Internet advertising on the top of commercial websites including Rightmove.co.uk, Onthemarket.com and Butlins.co.uk
- Eye catching 'TO LET' boards
- Weekly applicant e-mails with an up to date property list
- 24/7 Lit window display at our prominent high street shop

# Finding & 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 agreement 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



# 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

For a fully managed property 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 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 will look to be charged to 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 the first 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 will be forwarded to you within 10 working days of collection by BACS transfer if appropriate.

An itemised statement of accounts 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 the 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 & Maintenance

Butlin Property Services are happy to organise necessary repairs and maintenance to your property using tradesmen nominated by yourself.

We 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 agreed limit required in the event of an emergency.

**Isn't it time that you got  
the service you and  
your tenant  
deserve**

**Butlin  
Property Services  
have what you need**



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# 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

- Free valuation and advice to maximise your income
- Arrange energy performance certificates (EPC)
- Take exterior and interior marketing photographs
- Upload details and photographs to company and major property portals
- Erect 'TO LET' boards where appropriate
- Vetting of prospective tenants
- Accompanied viewings
- Recommendation of prospective tenants
- Full tenant referencing including detailed credit checks
- Undertake all issues of compliance
- Prepare appropriate tenancy agreement and notices
- Prepare detailed inventory
- Collect security deposit and protect TDS
- Collect first month's 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 repair and maintenance queries and advise landlord
- Deal with all repair and maintenance issues and remedial works as instructed
- Manage all emergency work
- Regular routine property inspections
- Carry out end of tenancy inspection and 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 notices to regain possession





**We have the service to  
suit your needs and to  
look after your  
investment.**



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# 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 and furnishings, fire and 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 as the end of the tenancy once any disputes have been resolved.

# 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 can arrange competitive insurance policies for our landlord through leading insurers.

# **Are you ready to work with Butlin Property Services?**

We have lettings management  
experts waiting to talk to you  
right now.

**Call now**  
**0116 274 5778**

or email  
[lettings@butlinps.co.uk](mailto:lettings@butlinps.co.uk)



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

# Find us

**Online** [www.butlinps.co.uk](http://www.butlinps.co.uk)

## **Leicester Head Office**

40 Howard Road  
Clarendon Park  
Leicester LE2 1XG

## **Birstall**

77 Sibson Road  
Birstall  
Leicester LE4 4DX



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