



phoenix lettings

MAKING LIFE EASIER

Full Management Service

A comprehensive service which allows you to sit back, relax, and receive your rent each month, without any of the hassle.

Our service includes, as standard, some activities which other agents will charge you separately for, so when we say we have NO HIDDEN CHARGES, we actually mean it.

- ✓ Marketing
- ✓ Viewings
- ✓ Referencing
- ✓ Legal Paperwork
- ✓ Deposit Secured
- ✓ Inventory Created
- ✓ Utilities Informed
- ✓ Rent Collected
- ✓ Maintenance
- ✓ Periodic Visits
- ✓ Final Inspection
- ✓ Legal Compliance

Let Only Service

A service which allows you to take advantage of our marketing and admin services, with the tenancy being handed over to you to manage on a daily basis.

This service suits landlords who have the time to deal with tenant issues, and are experienced in ensuring all legal requirements are met.

- ✓ Marketing
- ✓ Viewings
- ✓ Referencing
- ✓ Legal Paperwork

Property Promoter

A great way to ensure your property is advertised on all the major property portals, without having to pay the monthly subscription fees.

- ✓ Marketing

Next Steps

Contact us to discuss the most suitable service for you. We will talk you through your options, the costs involved and what happens next.

If you are transferring a property from another agent, we will talk you through the simple and hassle free transfer process.

Associated Costs



Full Management Service

£99 Tenant Find Fee
10% Monthly Commission
£35 Tenancy Renewal Fee



Let Only Service

£275 Tenant Find Fee



Property Promoter

£75 Marketing Fee

All prices are subject to VAT at the standard rate



Full Management

Property Preparation	<ul style="list-style-type: none">Check ownership and legal right to let the propertyAttend property to conduct a rental valuation and appraisalProduce a detailed description and take photographsAdvise on any enhancements the property requiresEnsure all relevant certificates and insurance are in placePrepare a detailed photographic inventoryOrganise keys for access
Marketing	<ul style="list-style-type: none">Advertise on property portals, our website and boards (if applicable)Handle enquiries, ensuring all relevant filtering questions are askedConduct accompanied viewings at the propertyFollow up any viewings to obtain feedbackProvide landlord feedback via the landlord portal
Administration	<ul style="list-style-type: none">Conduct tenant referencing and affordability checksConduct guarantor referencing and affordability checksIssue paperwork and organise signatures for detailed tenancy agreementsSecure the deposit in the DPSIssue prescribed informationIssue EPC documentationIssue Gas Safe documentationTake initial paymentsObtain tenant ID and any relevant visas
Check-In	<ul style="list-style-type: none">Issue keysIssue property welcome packShow tenant how things workCheck and sign off photographic inventoryTake meter readingsNotify utility companies and council of new tenant
Property Management	<ul style="list-style-type: none">Tenant liaison and managementRent collection & same day payments to landlordIssuing monthly landlord statements via the landlord portalOverseas taxRent increasesTenancy renewsRent arrearsPeriodic visitsServing section noticesBlock Management liaisonBenefits liaisonLegal liaisonRent guarantee insurance
Maintenance Management	<ul style="list-style-type: none">Handling maintenance issuesKeeping certification up to date24/7 Out of hours emergency callsHandling insurance claims
Final Inspection	<ul style="list-style-type: none">Collect keysCheck and sign off photographic inventoryOrganise for any remedial work to be completedTake meter readingsNotify utility companies and council of vacating tenantRelease deposit back to tenantManage any deposit disputes



Let Only

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Property Promoter

Marketing	<ul style="list-style-type: none">Advertise on property portals, our website and boards (if applicable)Pass enquiries to the landlord to handle
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Contact Us

Newark Office



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Sheffield Office



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info@phoenix-lettings.co.uk



Benefits

We have teamed up with Landlord Insurance specialists to enable us to offer you this market leading Rental Guarantee product, which offers rent and legal protection that covers non-payment of rent, and eviction of tenants.

In the current financial environment, more and more tenants are finding it difficult to pay their rent, and are falling into arrears. Some make contact to try and resolve their issues, but some just hope the situation will go away, or even vacate the property before the end of their tenancy and hope they can't be traced.

In this situation, the landlord can be left seriously out of pocket caused by unpaid rent and significant legal costs to evict the tenant. Many landlords think it won't happen to them, but from our experience even seemingly good tenants can experience a change in circumstance such as unemployment or sickness.

Features

Key Features:

- 100% of monthly rental income is protected
 - Up to £10,000 legal cover included
- 75% of monthly rent paid following eviction for 2 months whilst new tenant found
 - Can be implemented for existing tenancies
 - Whole claims and legal process managed on your behalf
- Protect a whole year's rental income for the cost of around 11 days rent
 - For rents up to £700 per calendar month

Key Exclusions:

- The first month's rent will not be paid following a claim (policy excess)
- Once vacant possession is obtained the property must be made available to let again
 - Minimum amount in dispute must be £250

Only £149 +vat

Legal Protection:

The legal protection covers eviction of tenants following non-payment of rent, as well as eviction for other breaches of tenancy where there are reasonable grounds to evict. Removal of unauthorised occupants and defence of disputes brought against the landlord by the tenant are also covered, meaning its worthwhile keeping the policy in place between lets.

Rental payments are made for up to 12 months or until the tenant is evicted, whichever is the sooner, and the policy pays 75% of the rent for up to 2 months following eviction while we find you new tenants.