

Overview

Property Partners Estate Agents Limited ('Property Partners') manage real estate investor's portfolios and alleviate them of the pressure and time-consuming tasks that this type of industry demands. They do so by overseeing daily operations including professional property advertising, screening tenants, expert remedial repair management and dealing with tenancy agreements, inventories and rent collection.

Property Partners set themselves apart from other management agencies in that they have their own portfolio which they successfully manage. This has allowed them to gain extensive local market knowledge and develop the most efficient processes. This includes their thorough tenant screening procedure which has 4 stages and includes credit and affordability checks, reference verifying and assessing guarantors. They find that this stringent vetting process stops issues from arising during the tenancy.

All staff are highly trained and experienced in the property industry and offer a personal, straightforward, and attentive service. You will benefit from access to a single team representative from Property Partners and they will have specific knowledge of your portfolio and tenants. Property Partners finds that this leads to unbeatable service and long and healthy landlord/ agent relationships.

Property Partners also offer assistance growing investor's portfolios and can procure high-yielding investment properties with clear outlines on their costs and returns. We manage the whole process from inception including sourcing under market value properties, negotiate purchase prices, manage the legal process and manage renovations quickly and efficiently. They can also assist with the sales process with professional multi-channel, marketing enabling investors to reach the desired demographic.

Summary of our Services

Tenant Finding Service: for a one-time commission of one month's rent (subject to a minimum of £500.00), Property Partners Estate Agents Limited will:

- Market your rental property on platforms including Zoopla, OnTheMarket.com and the company website
- Arrange and attend viewings and open houses for prospective tenants
- Send out applications and administer a detailed and stringent vetting process
- Prepare the property for occupation including snag lists, key management and remedial repair management
- Produce a photographic inventory
- Draft the Occupational Contract/ Tenancy agreement, explain this to the tenant, and ensure it is signed correctly
- Administer a multi-document tenant pack to ease the tenants transition into their new home

Tenant Management Services: we will be carry out the following services for 12.5% of the monthly rent (inclusive of VAT):

- Periodic inspections (once within the first 12 weeks of the tenancy and then at a frequency as recommended by Property Partners based on the results of the initial inspection)
- Assisting the tenant with any tenancy agreement queries
- Acting as the main point of contact for the tenant throughout the tenancy
- Rental income management (including receiving rent and chasing up late payments)
- Managing communication with tenants regarding remedial repairs
- Deposit registration and management (please be aware there is a TDS fee for £25.00 per tenant payable by the landlord)
- Ongoing management of certifications (to include Gas Safety Certificates and Electrical Certificates)
- Ensuring Legislative Compliance
- Drafting letters and notices relating to shared facilities
- Dealing with block management
- Dealing with key management
- Ensuring registration upheld with relevant bodies including Rent Smart Wales
- Keeping client accounts and providing statements of account on request

Additional ad-hoc services: we can provide the following services upon request from the landlord for the fees as set out below:

- Check out inspections (including a full report) - £60.00
- Tenancy Renewal Process (to include our renewal tenancy agreement) - £120.00
- A consultancy service for tasks outside the scope of our usual retainer. This could include, for example, visiting the property to serve notices on the tenant (including to terminate the tenancy) or obtaining consent to let from a lender or superior landlord - £60.00 per hour
- You may wish for us to manage your property during a void period. We will gladly do so for a fee of £60.00 per visit. We will visit the property once a week during office hours being Monday – Friday between 9am- 5pm. We will inform you of any lack of repair or maintenance and discuss next steps.
- A fee of 20% of the total cost of any remedial repairs is charged for supervising that work.
- Supervising the partial or total refurbishment of a property will incur a fee of 20% of the total cost of the work.

Further details can be found in the Terms & Conditions document.