



## **Landlords Pack**

At Richard Kendall Estate Agent we are proud to be the area's largest and most successful independent letting agent. We are well established in renting property in Wakefield, Pontefract and the surrounding area for over twenty years. With a portfolio of over 850 managed properties we are the leading specialists in the marketplace for rental properties.

In addition to this, as a Company we also deal with the letting of over 500 properties a year and strive to guarantee the best personal service you will find in the local area.

We have a strong presence in the local marketplace and Richard Kendall has personally been dealing with property for over 40 years. This expertise, together with having over 50 % of the staff in the Rental department being qualified members of The Association of Residential Letting Agents gives Landlord the assurance that their property is in good hands.

Here at Richard Kendall we are 'proud to be independent' offering a quality and professional service. If you are looking for peace of mind that your property is in safe hands and being professionally managed then look no further than Richard Kendall Estate Agent Lettings Department.

## **VALUATION**

When you book a market appraisal for your rental property with Richard Kendall, one of our experienced and qualified members of staff will initially visit the property and provide our opinion in respect of the presentation of the property, together with a view of the monthly rent that you could expect to achieve if Let in today's market.

At the time of our valuation we will also discuss with you the various options you have in renting out your home through Richard Kendall Estate Agent.



## **OUR MANAGED SERVICE**

All our properties for rent are marketed from our six branches and we can arrange viewings for interested parties within each of these offices, over the telephone or via email. It would be our pleasure to accompany all viewings if you or the present occupant are unable to facilitate them. We have 3 dedicated accompanied viewers who are available 7 days a week.

Once a tenant is interested in renting your property a full application is completed, which is then put forward to you for your consideration. If you are satisfied with the applicant we then move forward to fully credit search and reference the tenants. These references are carried out by Van Mildert.

Once satisfactory references are obtained, we then arrange a tenancy commencement date, liaising with you and your prospective tenant. The tenancy is an assured shorthold tenancy and is usually for a six month fixed term initially. A full inventory is carried out prior to the commencement of the tenancy. The first months rent and bond/deposit is collected on commencement of tenancy and we will hold the deposit as stakeholder under the terms of the TDS.

## **FEES & CHARGES TO LANDLORDS ON A FULLY MANAGED SERVICE**

- Set Up & Marketing Fee (Non-refundable) – £285 including VAT
- Management commission (of gross monthly rental) – 12% including VAT
- Re-marketing fee – £285 including VAT
- Withdrawal fee – £120 including VAT
- Renewal of Tenancy charge – £60 including VAT

## **INSPECTIONS**

Once the tenancy has commenced, periodic inspections are carried out throughout the tenancy and reported to you, giving you peace of mind that your property is being looked after at all times.

## **INVENTORY**

These are carried out on all our managed properties. We provide a schedule of condition of the property both internally and externally, together with photographic evidence to ensure that once a tenant has vacated the property we know exactly what condition the property should be left in.



### **FIND A TENANT SERVICE ONLY**

Properties are advertised and viewings arranged, once a tenant is found the process of full credit search and referencing is carried out by Van Mildert. Once satisfactory references are obtained we then prepare the Tenancy Agreement which is an Assured Shorthold Tenancy.

The first month's rent and deposit is collected on commencement of the tenancy and then paid over to the Landlord. The Landlord is responsible for placing the bond/deposit in an approved Tenancy Deposit Protection Scheme. This can either be under an Insured or Custodial basis.

### **FEES & CHARGES TO LANDLORDS ON A FIND A TENANT ONLY SERVICE**

- Set up & Marketing Fee (Non-refundable) – £100 including VAT
- Letting fee upon commencement of tenancy agreement – £420 including VAT
- Withdrawal fee – £120 including VAT
- Renewal of Tenancy charge – £100 including VAT

### **OTHER CHARGES:**

- Energy Performance Certificate £82.80 including VAT
- Arrangement of Gas Certificate £90 including VAT
- One Off Inventory (Furnished) £150 including VAT
- One Off Inventory (Unfurnished) £120 including VAT
- Gas Certificate – Contractors charge – £60 including VAT, Arrangement fee £30 including VAT
- Electrical Installation Condition Report – Contractors charge – £120 including VAT, Arrangement fee £30 including VAT

## **FAQs**

*What do I do now if I want to rent my property through Richard Kendall?*

Make contact with our rental department in Horbury on 01924 260022 or Pontefract on 01977 798844 where one of our representatives would be happy to talk through any further questions you may have and arrange a free market appraisal on your property at your own convenience.

*What happens if the tenant fails to pay the rent?*

We strongly advise that you take out a rent guarantee, this will pay any unpaid rent by the tenant up until vacant possession is obtained on the property for a maximum period of 12 months.

