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bridgit
KNOWLES
city & country properties

Bridgit Knowles Ltd

"building bridges between landlords and tenants"



As an up to date online letting agent, **Bridgit Knowles Ltd** provides a wealth of knowledge offering reliable expertise and advice in all areas of residential letting and property management.

We are members of the following professional organisations and schemes.

- ARLA (The Association of Residential Letting Agents www.arla.co.uk).
- Client Money Protection Scheme.
- The Deposit Protection Scheme (www.depositprotection.com).
- The Property Redress Scheme (www.theprs.co.uk)

We aim to offer an individual first class service with a personal touch. Our fees are very competitive.

Bridgit Knowles Ltd offers an extensive service for all aspects of letting and property management, individually customized to suit each landlord's requirements.

With an established knowledge of the residential lettings market, **Bridgit Knowles Ltd** are committed to providing a personal service to ensure your property is let at the best market value.

SERVICES

A range of services from find a tenant only through to fully managing your property and acquisition purchase offering peace of mind to landlords and tenants whilst treating each property as if it was our own.

Bridgit Knowles Ltd will market your property on the UK's leading property portal www.rightmove.co.uk and our website www.bridgit-knowles-ltd.co.uk. We have a good relationship with the local press and endeavour to achieve regular editorial features.

Online service

- ◇ Free market appraisal.
- ◇ Photography to include taking details of the property.
- ◇ Arranging of EPC and floorplan (if applicable) *.
- ◇ Advice on legal requirements.
- ◇ Online marketing of the property.
- ◇ Assessing tenant enquiries.
- ◇ Telephone interview of prospective tenants.
- ◇ Forward details of suitable tenant to you to arrange a viewing.
- ◇ Supply of appropriate tenancy agreement*.

If you are happy to proceed with a prospective tenant simply ask them to contact us and we will then take care of producing an offer letter and comprehensive referencing. Once the referencing is completed a report will be forwarded to you for approval.

Let only Service

- ◇ Free market appraisal including advice on preparation of the property for letting.
- ◇ Photography to include taking details of the property.
- ◇ Arranging of EPC and floorplan (if applicable)*.
- ◇ Advice on legal requirements.
- ◇ Online marketing of the property on our website www.bridgit-knowles-ltd.co.uk and www.rightmove.co.uk.
- ◇ Assessing tenant enquiries.
- ◇ Arrange viewings.
- ◇ Negotiate offers from any prospective tenant.
- ◇ Interview prospective tenants.
- ◇ Comprehensive referencing with results sent to you for approval.
- ◇ Collect first month's rent and deposit.
- ◇ Supply of appropriate tenancy agreement.
- ◇ Inventory and Schedule of condition *.
- ◇ Check in *.
- ◇ Provide utility companies with details of landlord's closing readings and new tenant's information at check in and check out.
- ◇ Arrange for a check out to be completed at the end of the tenancy.
- ◇ Serving of notices *.

Rent Collection Service

- ◇ Free market appraisal including advice on preparation of the property for letting.
 - ◇ Photography to include taking details of the property.
 - ◇ Arranging of EPC and floorplan (if applicable)*.
 - ◇ Advice on legal requirements.
 - ◇ Online marketing of the property on our website www.bridgit-knowles-ltd.co.uk and www.rightmove.co.uk.
 - ◇ Assessing tenant enquiries.
 - ◇ Arrange viewings.
 - ◇ Negotiate offers from any prospective tenant.
 - ◇ Interview prospective tenants.
 - ◇ Comprehensive referencing with results sent to you for approval.
 - ◇ Supply of appropriate tenancy agreement*.
 - ◇ Inventory and Schedule of condition*.
 - ◇ Check in*.
 - ◇ Arrange for collection of rent from the tenant in line with the terms of the tenancy.
 - ◇ Once funds have cleared arrange for transfer to the landlord's account including rental statement.
 - ◇ Provide utility companies with details of landlord's closing readings and new tenant's information at check in and check out.
 - ◇ Arrange for a check out to be completed at the end of the tenancy.
 - ◇ Serving of notices*.
- ◇ Comprehensive referencing with results sent to you for approval.
 - ◇ Supply of appropriate tenancy agreement*.
 - ◇ Arrange for cleaning at the landlord's expense.
 - ◇ Inventory and Schedule of condition *
 - ◇ Check in*.
 - ◇ Arrange for collection of rent from the tenant in line with the terms of the tenancy.
 - ◇ Once funds have cleared arrange for transfer to the landlord's account including rental statement.
 - ◇ Provide utility companies with details of landlord's closing readings and new tenant's information at check in and check out.
 - ◇ Carry out visits to the property - these are normally carried out at a minimum of twice per year.
 - ◇ Arrange for any maintenance issues reported by the tenant to be rectified by approved contractors on your behalf with your approval unless in the case of an emergency.
 - ◇ Hold a float of £250 to cover costs of repairs.
 - ◇ Arrange for a check out to be completed at the end of the tenancy.
 - ◇ Negotiate and mediate between you and the tenant to agree any deductions from the deposit.
 - ◇ Serving of notices*.
 - ◇ Please note if we do not receive rent from your tenant we are unable to pay you. We will ensure that every effort is taken to chase rent arrears from a tenant and report matters to you.

Full Managed Service

- ◇ Free market appraisal including advice on preparation of the property for letting.
 - ◇ Photography to include taking details of the property.
 - ◇ Arranging of EPC and floorplan (if applicable)*.
 - ◇ Advice on legal requirements.
 - ◇ Online marketing of the property on our website www.bridgit-knowles-ltd.co.uk and www.rightmove.co.uk.
 - ◇ Assessing tenant enquiries.
 - ◇ Arrange viewings.
 - ◇ Negotiate offers from any prospective tenant.
 - ◇ Interview prospective tenants.
- ◇ Clearance of monies – we have to allow approximately 9 working days for rent paid by cheque.
 - ◇ Transfer of rent to your account will take approximately 3 working days.

*Additional fees apply.

Step by Step Introduction to Property Letting for Landlords

Whether you are an investment landlord or simply requiring a temporary letting of your home we have the services and advice you will need.

The aim of Bridgit Knowles Ltd is to protect you and your property from any potential issues when letting your property.

Please contact us if you would like a free market appraisal of your property.

Rights and Responsibilities

It is essential as a landlord that you understand your rights and the rights of tenants.

Our guide to letting

With over 14 years of experience in lettings and property management we have perfected practices that meet the required standards of UK Housing Law.

We can guide you through elements of letting to maximise the potential of letting your home or property portfolio. Please contact us stating your requirements from letting your home or buy to let investments, enabling us to create a bespoke and individual service for your property.

We offer you a free market appraisal to include achievable rental income and advice on promoting and marketing your property. This includes advice on preparing a home to attract tenants.

Preparation for a tenant

We offer full safety advice (see Terms of Business) which will be required before marketing and letting your home. It is advisable to provide instructions for appliances and heating systems as a home user manual which can be updated and left in the property. A good quality inventory and schedule of condition is recommended and created by an independent inventory clerk which is used as an addendum to the tenancy agreement and provides detailed information on the condition of the property before move in.

Property maintenance

Whether you manage the property or an agent it is important to ensure any issues are dealt with quickly and in a timely manner. With our full management service we will use our regular contractors to provide this service for your tenant. Acting quickly to address issues keeps the property in good order and provides grounds for trouble free letting.

Tenancy renewals

It is important to ensure contact is made with a tenant in good time before the tenancy ends. This allows you enough notice for the tenancy renewal documents to be produced or preparation of the property for marketing and re letting.

End of the tenancy

The inventory clerk will contact your tenant and carry out the check out report. This will be sent to you and as part of our full management service we will mediate between landlord and tenant to resolve issues, agree any deductions and return of the deposit.

Marketing your property

When instructed we will take details, photograph the property and organise an Energy Performance Certificate (EPC) and floorplan if required. The property will then be uploaded to our website www.bridgit-knowles-ltd.co.uk and www.rightmove.co.uk. We will contact applicants from our mailing list and inform local relocation agents.

The Property Misdescriptions Act 1991

Under the requirements of this Act we are bound to be factual and not give misleading information to prospective tenants with regard to property presentation. It is therefore important that landlords provide us with accurate information and descriptions of their property and advise us of any material changes.

Furnished/Unfurnished

Furnished – See Fire and Furnishings (Fire) (Safety) Regulations 1988 as amended 1993 in our Terms of Business.

We recommend you remove all bed linen, provide mattress protectors only and keep crockery and utensils to a minimum e.g. in a 2 bedroom property a set of 4 or 6 is adequate. It is advisable to remove any valuable items from the property.

Unfurnished

Generally unfurnished properties are more popular. This normally comprises of carpets, curtains and certain white goods. At a minimum we would suggest a cooker and fridge.

Getting the right tenant

Via our extensive advertising of your property and contact with relocation agents we aim to find the best tenants. Tenants will undergo stringent referencing and credit checks, once completed a copy of these checks will be sent to you for approval. They will be required to pay rent by standing order, whilst the damage deposit, paid by the tenant, will be held by the Deposit Protection Service.

TENANCY AGREEMENTS

A crucial aspect of letting is the legal contract ensuring where applicable that Head Leases are allowed for. We will advise you which of the tenancy agreements is best for your circumstances as follows:

Assured Shorthold Tenancy

This is the most used type of agreement falling within the Housing Act 1988. The tenant must be an individual and the property be his/her main principal home, rental must not exceed £100,000. Any deposit paid must be protected under one of the Government approved tenancy deposit schemes. At the end of the fixed term the tenancy automatically runs on unless you or the tenant takes steps to end it.

Non Housing Act Agreement (Common Law Tenancy)

This is used in the following situations:

- ◇ Rent exceeds £100,000.
- ◇ You are resident as a landlord but do not share living accommodation with the tenant.
- ◇ The tenant has his/her only or main home elsewhere.

Company Let

This agreement is intended to create a company let for letting to a company. It is excluded from protection under the provisions of the Housing Act 1988 as the tenant is not an individual. It sets out your rights and duties as the tenant along with the rights and duties of the landlord.

All the information in our brochure is considered to be correct at the time of publication. Bridgit Knowles Ltd cannot accept liability for inaccuracies due to continual review and revision of legislation.

Contact details:

For correspondence -
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Tilney All Saints,
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NORFOLK PE34 4SQ

Email: enquiries@bridgit-knowles-ltd.co.uk

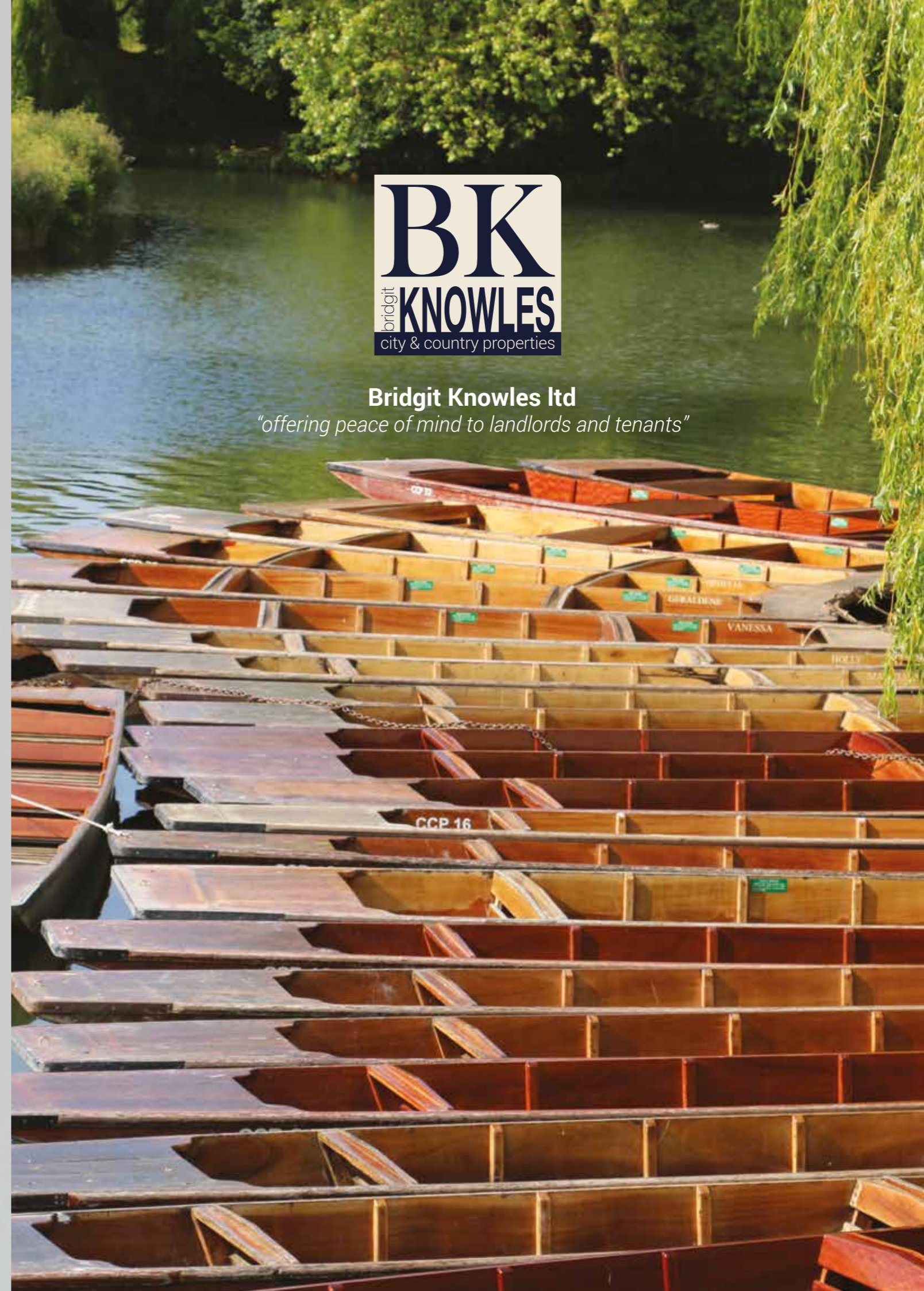
Tel: **07500 061 734**

Website: www.bridgit-knowles-ltd.co.uk



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"offering peace of mind to landlords and tenants"





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