



# why choose

A landlords guide to our easy and stress free process



MANOR HOUSE  
ESTATES

# Tailor-made solutions for landlords

**Manor House Estates** is one of Beckenham's most well known independent and respected firms of Letting & Property Management Agents.

Our property team has valuable experience in all sectors of the residential property market, from prestigious detached houses to Victorian town houses and town centre apartments.

We offer tailor-made solutions to make letting and management of residential property as easy as possible. Our experienced team specialises in providing a professional and personal service, offering information, help and advice to meet the needs of all landlords.

Our aim is simple: to provide the best possible service, assist you from start to finish and communicate regularly throughout the whole process – whatever your property matter.

Please take a few moments to read this brochure to discover why you should choose us.

## Why Choose Manor House Estates?

- ✓ Established 1991
- ✓ Highly skilled team of professionals with in-depth local market knowledge
- ✓ Membership of the PRS and CMP
- ✓ Proven track record of success in the residential sector
- ✓ Specialist advice in the letting of all types of property
- ✓ Global exposure of properties through our cutting edge website [mhe-res.com](http://mhe-res.com) and major national portals
- ✓ Comprehensive database of applicants matching quality tenants to properties
- ✓ Targeted national, regional and local advertising campaigns
- ✓ Up-to-date knowledge of the legislation
- ✓ Maintenance Team providing a reliable and proficient workforce to deal with problems

**PRS** Property Redress Scheme

**ClientMoney**  
Protect



**MHE** MANOR HOUSE  
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**LET BY**

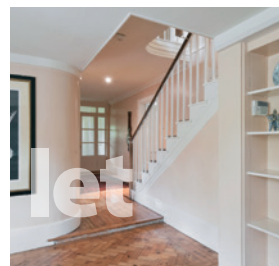


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**LET BY**



# Have you seen the signs?



With unrivalled success in Beckenham and surrounds we have let an amazing amount of property in recent months and have tenants waiting to rent in your area.

Our reputation as one of the area's leading agents is growing due to three things: Unrivalled marketing, professional & experienced staff and superb local knowledge.

If you are considering letting and would like a free no obligation valuation call our team today on 020 8663 3211

**MHE**

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to find out more and to view all  
our available properties please visit  
[mhe-res.com](http://mhe-res.com)

# Our unique service, step by step



## 1 Free Market Appraisal

We will provide you with a free market appraisal and advise on any work which may be required to ensure your property attracts quality tenants paying the highest achievable rental figure. We can, also, advise on steps which may need to be taken to comply with the 'ever-changing' rules and regulations prior to offering the property 'to let'.

## 2 Web Advertising

Your details will be automatically sent to relevant applicants and also loaded onto *primelocation.co.uk*, *rightmove.co.uk* and *zoopla.co.uk*, three of the leading property portals.

## 3 Marketing and Advertising

First impressions count and the first thing potential tenants see before they even pass the front door is the photographs of your property. We spend time, use professional cameras and skilled photography to capture the best pictures that will make your home rent quickly. All properties are advertised. Distinctive 'To Let' boards will be arranged by agreement with the Landlord prior to marketing.

## 4 Referencing

All prospective tenants are fully referenced by an independent agency, who will check the tenants identity, employment status, credit history and also gain references from previous landlords if applicable. Only tenants who pass our vigorous referencing checks and who have been approved by the landlord will be offered the property.

## 5 Tenancy Agreement

Your property will be let on an Assured Shorthold Tenancy Agreement usually for an initial 12 month term, which will run on a month to month basis following expiration of the fixed period. Longer and shorter initial terms can be arranged and this can be discussed further with the Agents if required. The tenancy agreement is an important document and provides the contract between landlord and tenant in which the different responsibilities are explained.

## 6 Inventory

We would produce a full Inventory and Schedule of Condition of the property prior to the tenant moving in to record both the condition of the property and anything left in place including carpets and curtains etc. It is essential that an accurate record is taken as this can then be used to compare the condition at the end of the tenancy should a claim against the deposit need to be made.



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rightmove 

## 7 Deposit

Since The Housing Act of 2004 came in to force in 2007, all deposits must be held in an approved Tenancy Deposit Scheme. We would collect the deposit, which is usually 5 weeks rent and forward it to the Deposit Protection Service. The deposit can then be used to off-set charges for breakages/damages or for rent arrears occurring during the term, if required.

## 8 Rent Arrears

The agent will inform the Landlord as soon as practically possible of any delay or default on the rent and will make best endeavours to obtain the arrears and advise further action if necessary. Rental income can be guaranteed via certain insurance policies which we can suggest, if necessary.

## 9 Landlord's Obligations

The Landlord has a duty under the Landlord and Tenant Act 1985 to keep the property in a good state of repair and to keep all wiring, plumbing, heating, electrical and gas appliances provided in safe and good working order. Legislation is continuously changing and Manor House Estates can keep you up-to-date with all necessary obligations that apply.

## 10 Open 6 Days A Week

We are open 6 days a week with out-of-hours email and telephone support.



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# Let only or fully managed?

	TENANT INTRODUCTION 9.6% of rent (8% +VAT)	RENT COLLECTION 12% of rent (10% +VAT)	FULL MANAGEMENT 14.4% of rent (12% +VAT)
Provide a free valuation and recommendation to maximise income	✓	✓	✓
Professional photographs and marketing material displayed on all major property portals	✓	✓	✓
Accompanied viewings and negotiating a Tenancy between yourself and prospective Tenant(s)	✓	✓	✓
Full tenant(s) referencing and Guarantor(s) if applicable	✓	✓	✓
Preparing and arranging for tenancy agreement to be signed by all parties	✓	✓	✓
Arrange professional Inventory for Check-in and Check-out (at your expense)	✓	✓	✓
Collect and remit first rental payment and register the deposit with a government approved deposit scheme	✓	✓	✓
Arrange the required safety certificates and advise on issues of compliance		✓	✓
Rent arrears management		✓	✓
Provide detailed HMRC compliant monthly statements. Informing the utility providers and Council Tax of your new Tenant's details		✓	✓
Holding a set of keys for the duration of our agreement			✓
Property inspection every 12 months upon request			✓
Arrange and manage all repairs, maintenance, remedial and emergency work and provide invoices			✓
Ensuring compliance with ever changing legislation			✓
Serving Section 21 notice			✓
Assist with payment of ground rent and service charge			✓
Negotiate of tenancy renewal (negotiate rent increase)			✓
Preparing and arranging for tenancy renewal agreement to be signed by all parties			✓
Negotiate deposit release			✓
Annual tax statement of rental income and expenses			✓



# Peace of mind for busy Landlords

Choose our Complete Management service, and all you have to do is sit back and enjoy the rent.

Once your property is let the work doesn't stop there. Today's tenants can be quite entitled, expecting maximum value for their rental.

Whether it be fridge failure or a leaking shower, you can be sure any tenant will want a swift repair – however inconvenient the moment may be for you.

This is why clients value our property management service where we look after any repairs and tenancy issues for you. And, for your peace of mind, we also visit the property to keep an eye on its condition: plus, we'll check that your rent is paid promptly.



to find out more and to view all our available properties please visit [mhe-res.com](http://mhe-res.com)



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71 High Street  
Beckenham BR3 1AW  
020 8663 3211  
info@mhe-res.com  
mhe-res.com



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