



Looking to Rent

RESIDENTIAL, COMMERCIAL LETTING & SALES

PROPERTY MANAGEMENT & LANDLORD SERVICES

Residential Landlord Service Guide

At Looking To Rent we understand that all properties are different, so all our packages can be tailored to suit the landlord's individual needs.

We offer two types of package; "Full Management Package" and "Tenant Finder Package".

The packages can be tailored to help find the perfect arrangement to make letting your property smooth and hassle free. Tailored packages can range from the smallest to the largest detail, such as; if the landlord would prefer to carry out repairs on our "Full Management Package" or if a landlord would prefer Looking To Rent to handle all insurance claims or bills.

Full Management Package

Our "Full Management Package" take cares of every detail for the landlord, from getting the property ready for market through to moving a tenant in.

The Full Management Package includes:

- Initial meeting to provide the landlord with all the information and advice on preparing the property to let.
- Free rental valuation and property letting appraisal based on our expertise of the local market.
- Professional 4K promotional marketing video & images.
- To Let board.
- Listing on our socail media channels, own website, Zoopla, S1 Homes, Lettingweb and up to 17 additional letting portals.
- Inclusion in our property matching system of prospective tenants.
- In person or virtual accompanied viewings by one of our highly experienced agents.
- Complete tenant reference checks.
- Preparation of legal documentation prior to the tenant moving into the property including Private Residential Tenancy Agreement.
- Full photographic inventory.
- Meter readings obtained at the time of move in and forwarded onto the relevant suppliers. We will also inform the local council of the tenant(s) move in details.
- Collection and monitoring of monthly rent payment.
- Collection of deposit and access to My Deposit Scotland's tenancy deposit scheme - this is in keeping with current Scottish legislation.
- Emergency out of hour's service.
- Periodic inspections throughout the tenancy.
- Arrangement of the necessary safety certificates in keeping with legislation throughout the tenancy.
- Preparing end of tenancy paperwork.

The "Full Management Package" process helps to ensures that both the landlord and tenants needs are satisfied.

Charges:

Initial sign up fee:	£354.00 inc vat
Monthly ongoing commission:	12% inc vat of monthly rent
Re-letting fee:	£234.00 inc vat

Tenant Finder Package

Our “Tenant Finder Package” is suited to landlords that prefer to be more involved with the letting process once a tenancy is in place and become the only point of contact for the tenant.

The Tenant Finder Package includes:

- Initial meeting to provide the landlord with all the information and advice on preparing the property.
- Free rental valuation and property letting appraisal based on our expertise of the local market.
- Professional 4K promotional marketing video & images.
- To Let board.
- Listing on our own social media channels.
- Listing on our own website.
- Listing on Zoopla, S1 Homes and Lettingweb and up to 17 additional letting portals.
- Inclusion in our property matching system of prospective tenants.
- In person or virtual accompanied viewings by one of our highly experienced agents.
- Complete tenant reference checks.
- Preparation of legal documentation prior to the tenant moving into the property including Private Residential Tenancy Agreement.
- Collection of the first month’s rent and deposit.
- Transfer of first month’s rent & deposit to the landlord chosen account.

The “Tenant Finder Package” can be enhanced to ensure that both the landlord and tenants needs are satisfied with our added extras.

Additional Tenant Finder Extras

- Full photographic inventory - from £90.00 inc vat.
- Access to My Deposit Scotland’s tenancy deposit scheme, in keeping with current Scottish legislation - £60.00 inc vat (this does not include handling disputes).
- Notification of the necessary safety certificates in keeping with legislation throughout the tenancy - £60.00 inc vat per year.
- Check out procedure - £90.00 inc vat.
- Preparing end of tenancy paperwork - from £90.00 inc vat.

Charges:

Initial sign on fee:	£354.00 inc vat	
Fee once tenant is found:	£360.00 inc vat (rent under £595.00pcm)	For all rents above £595.00pcm our fee is 60% inc vat of agreed documented rent amount. (amount of rent per calendar month stated on lease).

Additional Services

Please see our “Residential Landlord Information Pack” for all additional services that we offer.

Finally

We look forward to working with you, and should you have any questions please do not hesitate to contact our office.

Kind Regards



Warren Crawford
Managing Director

The information in this document is subject to change without notice and should not be construed as a commitment by PMWC Limited t/a Looking To Rent

All prices/fees within this document are displayed inclusive of 20% vat

VAT Number: 322902136

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